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ABSTRACT

This document, the second in a series, delineates mandatory procedures for onsite school evaluations as adopted by the Ohio State Board of Education, pursuant to the adoption of the 1983 minimum standards. These procedures give direction to the system of education in Ohio, while allowing flexibility within the standards to establish educational programs that are responsive to local needs. An introduction provides an overview of procedures for conducting evaluations and sources of evidence, and a checklist of written sources of evidence. The second major section identifies questions and sources of evidence addressed during an onsite evaluation. These cover all aspects of the educational program--objectives, curriculum, and student evaluation and promotion criteria; and all types of educational resources--staff, equipment, student records, school services, and administration. Five appendixes provide (1) adopted policies--providing direction to the administrative process, (2) policies and regulations adopted by the board of education, (3) teacher certification dictionary, (4) teacher-pupil ratio, and (5) revised code references. (TE)

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FOREWORD

With the adoption of the 1983 minimum standards, the State Board of Education has established conditions to promote a general education of high quality in all chartered schools. The State Board of Education recognizes its responsibility to give direction to the system of education in the state. At the same time, there is flexibility within standards to establish educational programs that are responsive to local needs.

Minimum Standards for Elementary and Secondary Schools 1983 provide the potential for greatly improving education in Ohio. That potential can be reached through well-structured local and state leadership. To assist responsible implementation of minimum standards, staff in the Ohio Department of Education have prepared an implementation series consisting of fourteen documents. A distinction is made among the publications. Only one, *Procedures for School Evaluations*, is a compliance document. It contains the standards in a format readily used for self-evaluation. School personnel will find information about what is needed for a district and schools within the district to comply with standards. In the remaining publications, an effort is made to specify what the standard requires. Additional information, guidelines, procedural steps, and sample forms may go beyond what the standard requires. The purpose is to assist the local planning process, not to prescribe what shall be in every school in Ohio.

Minimum standards address the public's increasing expectations for schools with a requirement for competency based education in English composition, mathematics, and reading. Three of the publications, *Process Model for Course of Study, Competency Assessment and Testing*, and *Intervention* are aligned in addressing competency based education. A number of options are described for local consideration.

Appreciation is extended to school personnel who contributed to these publications by sharing their time, expertise, and materials. Appreciation is also extended to staff members who worked untold hours to make these publications possible.

Franklin B. Walter

Franklin B. Walter
Superintendent of Public Instruction

TABLE OF CONTENTS

Introduction 3
Procedures for conducting evaluations 4
Sources of evidence 7
Checklist of written sources of evidence 9

Questions and Sources of Evidence 12
Educational Program 12
Adopted policies 12
Philosophy of education and goals 12
Curriculum and instruction 13
Courses of study 13
Competency based education 14
Lesson plans 15
Progress reports 15
Promotion and retention 16
Graduation requirements 16
Diplomas 17
Awarding credit 17
School year 17
Kindergarten 17
Grades one through six 18
Grades seven through eight 18
Grades nine through twelve 19
Educational options 20
Experimental program 21
Program evaluation 21

Educational Resources
Adopted policies 21
Certificated and classified staff 22
Teacher-pupil ratio 22
Educational service personnel 22
Principal 23
Supervision 23
Clerical and custodial staff 23
Staff evaluation 23
Inservice education 23
Professional library 24
Planning time 24
Instructional materials and equipment 24
Library 25
Facilities 26
Pupil health and safety 26
Pupil cumulative records 27
Pupil admission, placement, and withdrawal 28
Pupil attendance and conduct 28
School guidance services 29
Pupil activity programs 29
Community relations program 29
Resource evaluation 30

Appendix A. Adopted Policies: Providing Direction to the Administrative Process 31

Appendix B. Policies and Regulations Adopted by the Board of Education 32

Appendix C. Teacher Certification Dictionary 33

Appendix D. Teacher-Pupil Ratio 42

Appendix E. Revised Code References 43

INTRODUCTION

INTRODUCTION

This manual is intended for superintendents, principals, and other school personnel who are preparing for onsite evaluations or who are conducting self-evaluations.

Revised Code Section 3301.07 requires the State Board of Education to:

Formulate and prescribe minimum standards to be applied to all elementary and secondary schools in the state for the purpose of requiring a general education of high quality. Such standards shall provide adequately for: a curriculum sufficient to meet the needs of pupils in every community; locally developed competency programs; the certification of teachers, administrators, and other professional personnel and their assignment according to training and qualifications; efficient and effective instructional materials and equipment, including library facilities; the proper organization, administration, and supervision of each school, including regulations for preparing all records and reports and the preparation of a statement of policies and objectives for each school; buildings, grounds, health, and sanitary facilities and services; admission of pupils and such requirements for their promotion from grade to grade as will assure that they are capable and prepared for the level of study to which they are certified; requirements for graduation; and such other factors as the board finds necessary.

Through the adoption of minimum standards, the State Board of Education has established conditions to promote a general education of high quality in all chartered schools. In prescribing minimum standards, the State Board of Education recognizes its responsibility to supervise the system of education in the state while providing flexibility within standards to establish conditions that are responsive to local needs.

Standards provide the framework in which an effective school program can be developed. Through standards school personnel can define an educational program that is consistent among the schools in a district and at the same time reflects the unique characteristics of each community.

INTRODUCTION

Revised Code Section 3301.16 requires the State Board of Education to classify and charter school districts and individual schools within each district. The responsibility for classifying and chartering is fulfilled when the district and schools fully comply with minimum standards as evidenced through onsite evaluations.

Minimum standards focus on areas fundamental to requiring a general education of high quality which include:

1. EDUCATIONAL PROGRAM
   - Philosophy of Education and Educational Goals
   - Curriculum and Instruction
   - Educational Options
   - Experimental Programs
   - Evaluation of Educational Program

2. EDUCATIONAL RESOURCES
   - Certificated and Classified Staff
   - Instructional Materials and Equipment
   - Facilities
   - Pupil Health and Safety
   - Pupil Cumulative Records
   - Pupil Admission/Placement/Withdrawal
   - Pupil Attendance and Conduct
   - School Guidance Services
   - Pupil Activity Programs
   - Community Relations Program
   - Evaluation of Educational Resources

Onsite evaluations focus on the Minimum Standards for Elementary and Secondary Schools, Rules 3301-35-01 to 3301-35-07 of the Administrative Code. School personnel are responsible for demonstrating compliance with minimum standards.

PROCEDURES FOR CONDUCTING EVALUATIONS

All chartered elementary and secondary schools in Ohio are evaluated at least once every five years. The evaluation is conducted in each local school district and in each school within the district. The purpose of the evaluation is to determine if the school district and schools are in compliance with the Minimum Standards for Ohio Elementary and Secondary Schools.

The evaluation program consists of three major components: (1) preevaluation conference; (2) onsite evaluation; (3) postevaluation activities.

Preevaluation Conference

Annually staff members from the Ohio Department of Education conduct preevaluation conferences for personnel from school districts that are to be evaluated during the year. These conferences are

INTRODUCTION

important to the success of the evaluation program and are designed for superintendents, principals, and other members of local administrative teams. Normally held in September and early October, the conferences are conducted in each district or in conjunction with neighboring districts within a geographical region. A typical pre-evaluation conference is scheduled for a half day.

During the conference, members of the Ohio Department of Education review minimum standards, describe evaluation procedures, identify sources of evidence that district personnel are required to gather, and establish dates for onsite evaluations.

School personnel have the opportunity to clarify issues regarding minimum standards and to seek additional information concerning the evaluation process.

Onsite Evaluation

State Department of Education personnel conduct onsite evaluations in each school district to determine compliance with minimum standards. The onsite evaluation includes a central office conference, an evaluation in each school of the district, and an exit conference with the superintendent.

Central office conference. A central office conference is conducted in each school district before onsite evaluations in the individual buildings begin. During the central office conference, the local administrative team provides the evaluator with information concerning the nature of the district's educational program and demonstrates that the program is consistent with minimum standards. Through the central office conference, department personnel become knowledgeable about the district's educational program before conducting onsite evaluations in the schools. With the information from the administrative team, department personnel verify in each school that the district program as prescribed is actually being implemented.

School evaluation. The school evaluation consists of three phases—an initial interview with the principal, interviews and observations in classrooms and throughout the school, and an exit interview with the principal. The onsite evaluation takes at least a full day in each school; the evaluator arrives before school begins and leaves after school is dismissed.

The principal describes how the district requirements and minimum standards are being implemented. Using information provided by the central office and data submitted to the Ohio Department of Education, the evaluator verifies the operation of the school program with the principal. During this interview, the principal furnishes evidence that the school's program embodies the expectations of the district and complies with minimum standards.

INTRODUCTION

After the initial interview with the principal, the evaluator interviews and observes in classrooms throughout the building. Interviews with teachers, students, and support personnel provide information about the school's program and services. These interviews, combined with observations, enable the evaluator to develop a composite picture of school life.

Teachers are responsible for making the educational philosophy and goals a reality in classrooms. Because teachers provide the direct link between what is expected and what actually occurs in classrooms, the evaluator spends most of the school day with them. The evaluator's interviews with teachers focus on three major concerns:

- the relationship of the instructional program with the course of study;
- the degree to which the competency based education program is enhancing student achievement; and
- the adequacy of educational materials and facilities to fulfill instructional requirements.

Students may be asked to provide information about the subjects they are studying, the amount of time they are scheduled for instruction, and the nature of the instructional activities. The information obtained from students helps the evaluator determine if courses of study are being followed, if sufficient time is being allocated for instruction, and if appropriate instructional practices are used to promote learning.

Support personnel may be asked to provide information concerning the programs, policies, and services of the school. The custodial staff may assist the evaluator in understanding any problems related to maintenance, vandalism, and safety provisions. The clerical staff may be asked to explain procedures for maintaining required reports, withdrawing and transferring pupils, and safeguarding student records. Other support personnel may be interviewed. The evaluator's objective during these interviews is to determine if conditions have been established to facilitate learning.

At the end of the school day, the evaluator summarizes the evaluation results with the principal during an exit interview. During this interview, the evaluator identifies the strengths of the school program and identifies any areas in which standards are not fully met. This interview also gives the principal the opportunity to present additional evidence for consideration.

Exit conference. At the conclusion of the district evaluation, the evaluator conducts an exit conference with the superintendent and district personnel to share the results of the evaluation. The evaluator reports on the strengths of the program and clarifies any unresolved issues. Areas in which standards are not fully met are discussed.

INTRODUCTION

District personnel have the opportunity to present additional evidence for consideration at this time. In areas where the schools are not in compliance with standards, the evaluator and superintendent discuss procedures for correcting each of the violations.

Postevaluation Activities

The evaluator prepares a report for each evaluated school which is mailed to the superintendent, principal, and president of the board of education. Each report indicates those areas in which the school is in compliance or noncompliance with standards. A summary of the violations appears at the end of each report.

The principal of each school is responsible for notifying parents and other interested parties of a public meeting, to be held within 30 days of the receipt of the evaluation report, to discuss the results of the school evaluation. District personnel also are responsible for notifying the Ohio Department of Education of the dates on which public meetings are held.

It is the responsibility of district personnel to submit a plan, including a timeline, to the Ohio Department of Education for correcting any violations specified in the evaluation reports. The timeline for corrections indicated in the plan must be consistent with the dates established in the evaluation reports or consistent with new dates approved by the Ohio Department of Education.

In accordance with the district's plan for corrections, district personnel provide evidence to the Ohio Department of Education verifying that violations are being corrected. Verification continues until full compliance with standards is achieved. Ohio Department of Education personnel may return to the district or schools to determine the progress in correcting violations. The evaluation program is concluded when district personnel establish that all standards have been met.

SOURCES OF EVIDENCE

In determining compliance with the minimum standards, a key element is the evidence which is used to document each of the questions contained in the following section of this publication. Not only must this evidence be available for examination by representatives of the Ohio Department of Education during onsite evaluations, but it also will be useful to local school personnel in conducting self-evaluations.

The evidence cited is not meant to be inclusive, but rather the minimum required to document that standards are being met. School personnel may offer additional items of evidence which are unique to each educational setting.

INTRODUCTION

The evidence listed for each group of questions in this publication consists of three categories. These categories and examples of each include (1) written documents (adopted policies, student handbooks, guidelines, philosophy of education, teachers' daily schedules, position descriptions); (2) standardized forms (report cards, cumulative records, diplomas, medical authorization form, health inspection report); and (3) descriptive evidence provided orally or in writing at the discretion of school personnel (provisions, practices, facilities, instructional materials).

School personnel are expected to make available each source of written evidence that is specified in this document and are encouraged to provide additional evidence that might further validate that standards are being met.

In some cases the same source of evidence is used to address more than one area of the minimum standards. Teachers' daily schedules and master schedules, for example, are used both to determine that the required subjects are scheduled and that time allocations and units scheduled meet the requirements stated in the standards.

Besides examining evidence presented by school personnel, representatives from the Ohio Department of Education gather a substantial amount of information through interviews and observations. Throughout the evaluation process interviews are held with individuals directly and indirectly involved in the school program. Superintendents, principals, teachers, and students represent the primary source of information gathered through interviews; however, other persons providing services in the school including parents, school board members, and representatives of the community also may be interviewed. Examples of items which are observed during onsite evaluations include the library collection, instructional materials and equipment, the facility and the school grounds.

Several terms are used to identify the sources of evidence. The following explanations should assist school personnel in their efforts to ascertain the availability of the required evidence.

Adopted Policy means a written statement approved by the board of education which addresses the principles governing the operation of the school. (See "Adopted Policies—Providing Direction to the Administrative Process," Appendix A.)

Description implies either a written or oral explanation of the school's practices related to the minimum standard under consideration.

Guidelines denote written practices related to the minimum standard under consideration.

Procedures mean written statements specifying an administrative course of action related to the minimum standard under consideration.

INTRODUCTION

Requirements imply written standards or criteria used by school personnel when taking action with respect to the minimum standard under consideration.

Together with the evidence made available by school personnel during the onsite evaluation, required reports submitted annually to the Ohio Department of Education are used as additional sources of evidence.

These reports include the Principal's Annual Opening Report (OCCD-7, 7E, 78, 7S, and 7L), the report of Certificated Staff (CS-1), and the Financial Report of the Board of Education (OCCD-625). These reports do not have to be made available at the time of evaluation. Department personnel will bring a consolidated report of the information contained in the individual reports unless otherwise indicated during the preevaluation conference.

For convenience, a checklist of written sources of evidence is provided. All items on the checklist must be available in the district office or in individual schools for examination.

CHECKLIST OF WRITTEN SOURCES OF EVIDENCE

Educational Program

_____ Board of education policies (See required policies, Appendix B.)
_____ Philosophy of education and goals
_____ List of community members, pupils, and staff involved in identifying pupil interests and needs reflected in the philosophy of education
_____ Courses of study for all subjects taught, including approval letter(s) from Ohio Department of Education
_____ Teachers' daily schedules (elementary) or master schedule (secondary)
_____ Implementation plan, including timeline, for competency based education programs
_____ List of pupil performance objectives for competency based education programs
_____ Districtwide tests used in competency based education programs
_____ Guidelines for use of assessment results
_____ Date of last review of competency based education programs
_____ Teachers' daily lesson plans
_____ Procedures used for monitoring pupil achievement
_____ Progress reports (grade cards)
_____ Procedures used for notifying parents of pupil conduct or attendance problems
_____ Promotion and retention criteria
_____ Cumulative records of students, including graduates

INTRODUCTION

_____ Graduation requirements
_____ District calendar
_____ Student schedules
_____ Student handbook (secondary)
_____ List of educational options approved for the current year, including instructional plans
_____ Documentation from Ohio Department of Education approving experimental programs (if applicable)
_____ Criteria and procedures used to conduct program evaluations
_____ Dates of last review of:
  _____ philosophy of education and goals
  _____ curriculum and instruction
  _____ educational options (if applicable)
  _____ experimental programs (if applicable)
  _____ program evaluation

Educational Resources

_____ Board of education policies (See required policies, Appendix B.)
_____ Written position descriptions for all certificated and classified positions
_____ Certificates
_____ Staff roster
_____ Schedule of inservice activities
_____ List of personnel included in planning inservice programs
_____ Records of staff participation in inservice education
_____ Teachers' daily schedules (elementary) or master schedule (secondary)
_____ List of certificated staff involved in the selection of instructional materials and equipment
_____ Daily schedule of library
_____ List of certificated staff involved in selection of library collection
_____ Fire inspection report
_____ Health inspection report
_____ Guidance services plan
_____ Immunization records
_____ Medical authorization form
_____ Screening procedures for vision and hearing
_____ Fire drill records and procedures
_____ Tornado drill records and procedures
_____ Cumulative records
_____ Pupil admission, placement, and withdrawal procedures
_____ Code of conduct
_____ Annual report
_____ Criteria and procedures used to conduct resource evaluations

INTRODUCTION

_____ Dates of last review of:
- _____ certificated and classified staff
- _____ instructional materials and equipment
- _____ facilities
- _____ pupil health and safety
- _____ pupil cumulative records
- _____ pupil admission, placement, and withdrawal
- _____ pupil attendance and conduct
- _____ school guidance services
- _____ pupil activity programs
- _____ community relations program

QUESTIONS AND SOURCES OF EVIDENCE

QUESTIONS AND SOURCES OF EVIDENCE

The following section dealing with the educational program and educational resources identifies questions and sources of evidence addressed during an onsite evaluation. To facilitate the evaluation, school personnel need to make available for examination the sources of evidence that have been specified in this document. The list does not preclude personnel from submitting additional material.

EDUCATIONAL PROGRAM
3301-35-02

ADOPTED POLICIES	**QUESTIONS** 1. Is the kindergarten through grade twelve program being implemented in accordance with adopted policies regarding the following: a. Philosophy of education and educational goals? b. Curriculum and instruction? c. Evaluation of educational program? If used, has the board of education adopted a policy on: d. Educational options? e. Experimental programs? 2. Are board of education policies available to parents, pupils, and school personnel?
PHILOSOPHY OF EDUCATION AND GOALS (A) **(A)(1)** **(A)(2)**	**QUESTIONS** 1. Has the board of education adopted a policy on philosophy of education and educational goals? 2. Has the board of education adopted a philosophy of education and educational goals for the schools under its jurisdiction? 3. Do the philosophy of education and educational goals give direction to the educational program and provide the basis for daily operation? 4. Is the educational program provided without discrimination on the basis of color, national origin, race, and sex? 5. Do the philosophy of education and educational goals reflect pupil interests and needs? 6. Were members of the community, pupils, and staff involved in identifying pupil interests and needs? **SOURCES OF EVIDENCE** Adopted policy on philosophy of education and educational goals Copy of district philosophy of education and educational goals List of community members, pupils, and staff who were involved in identifying pupil interests and needs reflected in the philosophy of education Description of ways in which policies are made available to parents, pupils, and school personnel

QUESTIONS AND SOURCES OF EVIDENCE

CURRICULUM AND INSTRUCTION (B)	**QUESTIONS** 1. Has the board of education adopted a policy on curriculum and instruction? 2. Are curriculum and instruction characterized by systematic planning, articulation, implementation, and evaluation? **SOURCES OF EVIDENCE** Adopted policy on curriculum and instruction Courses of study Description of the ways in which curriculum and instruction are planned, articulated, implemented, and evaluated Teachers' daily schedules (elementary) Master schedule (secondary)
COURSES OF STUDY (B)(1)	**QUESTIONS** 1. Do courses of study establish the basis for curriculum and instruction? 2. As specified in Section 3313.60, Revised Code: a. Has a graded course of study been adopted by the county, city, or exempted village board of education for each subject taught in the schools of the district? b. Has each adopted course of study been approved by the State Department of Education? c. Do courses of study include the following subjects: (1) the language arts, including reading, writing, spelling, oral and written English, and literature? (2) geography, the history of the United States and of Ohio, and national, state, and local government in the United States, including a balanced presentation of the relevant contributions to society of men and women of African, Mexican, Puerto Rican, and American Indian descent as well as other ethnic and racial groups in Ohio and the United States? (3) mathematics? (4) natural science, including instruction in the conservation of natural resources? (5) health education, which shall include instruction in the nutritive value of foods including natural and organically produced foods, the relation of nutrition to health, the use and effects of food additives, and the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco, and venereal disease education, except that upon written request of his parent or guardian a student shall be excused from taking instruction in venereal disease education? (6) physical education? (7) the fine arts, including music? (8) first aid, including a training program in cardiopulmonary resuscitation, safety, and fire prevention, except that upon written request of his parent or guardian, a student shall be excused from taking instruction in cardiopulmonary resuscitation?

QUESTIONS AND SOURCES OF EVIDENCE

d. Does the curriculum for the required American history and government courses at the high school level include the study of the constitutions of the United States and of Ohio?
e. Has basic instruction in geography, United States history, the government of the United States, the government of the state of Ohio, local government in Ohio, the Declaration of Independence, the United States Constitution, and the Constitution of the state of Ohio been provided before pupils participate in courses involving the study of social problems, economics, foreign affairs, United Nations, world government, socialism, and communism?

3. Were the district philosophy of education and educational goals used as the basis for developing each course of study?
4. Do courses of study at each grade level or in each scheduled subject:
   a. Prescribe what is to be taught?
   b. Specify subject matter objectives?
   c. Establish a scope and sequence?
   d. Provide a basis for pupil evaluation?
5. Are the following topics included in one or more courses of study:
   a. Career education?
   b. Citizenship?
   c. Human relations education?
   d. Multicultural education?
   e. Energy and resource conservation education?
   f. Study skills?
6. Have courses of study been reviewed and updated within the last five years?

SOURCES OF EVIDENCE

Courses of study

Documents from Ohio Department of Education approving courses of study

Teachers' daily schedules (elementary)

Master schedule (secondary)

COMPETENCY BASED EDUCATION (B)(2)

QUESTIONS

1. Are competency based education programs implemented locally for:
   a. English composition?
   b. Mathematics?
   c. Reading?
2. Are pupil performance objectives established for:
   a. English composition?
   b. Mathematics?
   c. Reading?
3. Do the pupil performance objectives delineate expected student outcomes as observable behaviors or products of behavior?
4. Are provisions made for periodic assessment of pupil performance?
5. Are provisions made for districtwide testing at least once in grades:
   a. One through four?
   b. Five through eight?
   c. Nine through eleven?

QUESTIONS AND SOURCES OF EVIDENCE

6. Have district guidelines been established for the use of assessment results for:
   a. Instruction?
   b. Evaluation?
   c. Intervention?
   d. Guidance?
   e. Promotion decisions?
7. Is intervention provided according to pupil needs?
8. Have written policies and procedures been adopted by the board of education regarding the participation of handicapped pupils in locally developed competency based education programs? (Provisions may be made for exemption of individual handicapped pupils from the requirements of the locally developed competency based education programs.)
9. By the 1984-85 school year, has the implementation of competency based education in English composition, mathematics, or reading begun?
10. By the 1989-90 school year, is the implementation of competency based education in English composition, mathematics, and reading completed?
11. Have the competency based education programs been reviewed and updated within the last five years?

SOURCES OF EVIDENCE

Description of competency based education programs

Implementation plan, including timeline, for competency based education programs

List of pupil performance objectives for competency based education programs in English composition, mathematics, and reading (Pupil performance objectives for at least one subject area across all grade levels or in the specified grade range [e.g., K-4, 5-8, 9-11] across all three subject areas completed by 1984-85.)

Description of provisions for assessment

Districtwide tests in English composition, mathematics, and reading (At least three districtwide tests for the first subject area or grade level group administered by 1985-86.)

Guidelines for the use of assessment results

Description of intervention practices

Adopted policies and procedures regarding the participation of handicapped pupils

Date of last review of competency based education programs

LESSON PLANS (B)(3)

QUESTION

1. Do daily lesson plans of each classroom teacher give direction for instruction and implementation of courses of study?

SOURCES OF EVIDENCE

Courses of study

Teachers' daily lesson plans

PROGRESS REPORTS (B)(4)

QUESTIONS

1. Are there established:
   a. Procedures for monitoring pupil achievement?
   b. Intervals for making reports to parents regarding student progress?

QUESTIONS AND SOURCES OF EVIDENCE

	2. Are reports of pupil progress made to parents at established intervals? 3. Are interim reports made to parents when pupil progress is unsatisfactory? 4. Are parents notified about problems with pupil conduct or attendance according to established procedures? 5. Are pupil records safeguarded according to Section 3319.321, Revised Code? **SOURCES OF EVIDENCE** Procedures for monitoring pupil achievement Progress reports or report cards, including a description of the intervals for reports Description of interim reporting practices Procedures used for notifying parents of pupil conduct or attendance problems Descriptions of practices for safeguarding pupil records
PROMOTION AND RETENTION (B)(5)	**QUESTION** 1. Do criteria on pupil promotion and retention include a requirement that students complete one year of American history and one-half year of Ohio studies for promotin from the eighth grade? **SOURCES OF EVIDENCE** Promotion and retention criteria Cumulative records of ninth grade students indicating completion of American history and Ohio studies Courses of study
GRADUATION REQUIREMENTS (B)(6)	**QUESTIONS** 1. Do graduation requirements prescribe eighteen units earned in grades nine through twelve as a minimum? (Effective date September 1, 1987.) 2. Do graduation requirements include: a. English language arts —3 units? b. Health —½ unit? c. Mathematics —2 units? d. Physical education —½ unit? e. Science —1 unit? f. Social studies —2 units? (1) American history—½ unit (2) American government—½ unit Included as part of the two units of social studies required for graduation. g. Electives —9 units? 3. Do graduation requirements prescribe that each pupil complete three units in a subject (program) in addition to the English language arts requirement? (e.g., business education, fine arts, industrial arts, mathematics, social studies) **SOURCES OF EVIDENCE** Graduation requirements Graduates' cumulative records

QUESTIONS AND SOURCES OF EVIDENCE

DIPLOMAS (B)(7)	**QUESTION** 1. Are diplomas issued to pupils who complete graduation requirements in accordance with the provisions of paragraphs (B)(6) of Rule 3301-35-02 and Section 3313.61, Revised Code? **SOURCES OF EVIDENCE** Description of practices for issuing diplomas Description of diploma Cumulative records of graduates
AWARDING CREDIT (B)(8)	**QUESTIONS** 1. Excluding physical education and laboratory courses, is a minimum of 120 hours scheduled for each course in which one unit of credit is granted? 2. Is a minimum of 150 hours scheduled for each course that is designated as a laboratory course? 3. Is a minimum of 120 hours scheduled for each physical education course in which one-half unit of credit is granted? 4. Are all courses in which credit is granted scheduled for at least two meetings per week? 5. Are fractional units of credit awarded proportionally for courses that are scheduled to meet less than 120 hours? 6. If the district permits more than one unit of credit for courses scheduled for more than 120 hours, have requirements been established to specify the proportional amount of credit to be awarded? 7. In calculating the eighteen units required for high school graduation, has advance work taken for credit below the ninth grade been excluded? **SOURCES OF EVIDENCE** Master schedule Description of designated laboratory courses Description of district practices for awarding credit (e.g., student registration information) Cumulative records Principal's Annual Opening Report (OCCD-7S)
SCHOOL YEAR (B)(9)	**QUESTION** 1. Is each building open for instruction with pupils in attendance 182 days? (The equivalent of two days may be included for individualized parent-teacher conferences and up to two days may be used for professional meetings of teachers.) **SOURCES OF EVIDENCE** District calendar Description of how the school year requirement is met
KINDER-GARTEN (B)(10)	**QUESTIONS** 1. Does the kindergarten day provide for scheduled classes, supervised activities, or approved educational options the equivalent of at least two and one-half hours a day throughout the year?

QUESTIONS AND SOURCES OF EVIDENCE

	2. Are at least 200 minutes per week allocated to readiness activities in handwriting, mathematics, and reading? 3. Is the balance of time allocated to art, English language arts, health, music, physical education, science, and social studies? **SOURCES OF EVIDENCE** Principal's Annual Opening Report (OCCD-7E) Cumulative records Teachers' daily schedules Lesson plans
GRADES 1-6 (B)(11)	**QUESTIONS** 1. Does the school day for pupils in grades one through six consist of scheduled classes, supervised activities, or approved educational options for at least five hours exclusive of the lunch period for each day that is counted toward meeting the 182-day requirement? 2. Annually, is the equivalent of 1100 minutes per week allocated to English language arts, reading, mathematics, science, health, and social studies; optional foreign language? (660 hours annually) 3. Does planned instruction for all students occur weekly in English language arts, reading, and mathematics? 4. Annually, is the equivalent of 200 minutes per week at each grade level allocated for planned instruction in art, music, and physical education? (120 hours annually) **SOURCES OF EVIDENCE** Teachers' daily schedules Student schedules Lesson plans Cumulative records Principal's Annual Opening Report (OCCD-7E)
GRADES 7-8 (B)(12)	**QUESTIONS** 1. Does the school day for pupils in grades seven and eight consist of scheduled classes, supervised activities excluding interscholastic athletics, or approved educational options at least five and one-half hours exclusive of the lunch period for each day that is counted toward meeting the 182-day requirement? 2. Are seventh and eighth grade pupils scheduled for planned instruction the equivalent of at least 1000 minutes per week for English language arts, mathematics, reading or foreign language, science, and social studies? (600 hours annually) 3. Are seventh and eighth grade pupils scheduled for planned instruction the equivalent of at least 80 minutes per week in physical education? (48 hours annually) 4. Are seventh or eighth grade pupils scheduled for planned instruction the equivalent of at least 80 minutes per week in art, health, and music? (48 hours in each subject over two years)

QUESTIONS AND SOURCES OF EVIDENCE

The remainder of the minimum school week may be allocated for planned instruction in subjects specified in paragraphs (B)(12)(a) to (B)(12)(c) of Rule 3301-35-02 or in subjects such as: business education, computer science, home economics, industrial arts, keyboarding, or typewriting.

SOURCES OF EVIDENCE

Teachers' daily schedules or master schedule

Student schedules

Cumulative records

Principal's Annual Opening Report (OCCD-78)

GRADES 9-12 (B)(13)

QUESTIONS

1. Does the school day for pupils in grades nine through twelve consist of scheduled classes, supervised activities, and approved educational options for at least five and one-half hours exclusive of the lunch period for each day that is counted toward meeting the 182-day requirement?
2. Is a minimum of forty-five units scheduled and operated in separately organized classes each year?
3. Are the forty-five units distributed in grades nine through twelve as follows:
   a. Business or vocational business typewriting or keyboarding—½ unit —2 units? included as part of the two units of business or vocational business.
   b. Economics —½ unit?
   c. English language arts —4½ units?
   d. Fine arts —4 units?
      (1) art—1 unit
      (2) music—1 unit
      included as part of the four units of fine arts.
   e. Foreign language
      (1) one language —3 units?
      (2) two languages —2 units of each language?
   f. Health —½ unit?
   g. Home economics or vocational home economics —2 units?
   h. Industrial arts —2 units?
   i. Mathematics —4 units?
   j. Physical education —½ unit?
   k. Reading —½ unit?
   l. Science, including at least two laboratory courses —4 units?
   m. Social studies —2½ units?
      (1) American history—½ unit
      (2) American government—½ unit
      included as part of the two and one-half units of social studies.

QUESTIONS AND SOURCES OF EVIDENCE

	n. Unspecified —15 units? (A maximum of 12 of the 15 unspecified units may be scheduled in vocational programs either at the home school or a vocational school. The remaining three unspecified units must be scheduled in nonvocational subjects.) **SOURCES OF EVIDENCE** Master schedule Student handbook Student schedules Principal's Annual Opening Report (OCCD-7S)
EDUCATIONAL OPTIONS (C)	**QUESTIONS** 1. If used, has the board of education adopted a policy on educational options?
(C)(1)	2. If educational options are made available to pupils, has the superintendent before approving an option determined that: a. The parent has approved participation for any pupil under the age of eighteen? b. An instructional plan: (1) has been submitted prior to pupil participation? (2) includes instructional objectives? (3) includes instructional activities, materials, and environments? (4) includes criteria and methods for assessing pupil performance? c. A certificated teacher provides instruction and evaluates pupil performance in tutorial programs and independent studies? d. A certificated teacher evaluates pupil performance in correspondence courses, educational travel, and mentor programs?
(C)(2)	3. Do promotion and retention decisions regarding pupils in kindergarten through grade eight consider pupil performance relative to the objectives of an option?
(C)(3)	4. If credit from an educational option(s) is applied toward the eighteen units required for graduation: a. Is the amount of credit limited to six units? b. Are no more than four units applied toward the specified requirements?
	SOURCES OF EVIDENCE Adopted policy on educational options List of educational options approved for the current year, including instructional plans (Educational options preclude a student receiving high school and college credit for the same work if such credit is within the required 18 units for graduation.) Cumulative records

QUESTIONS AND SOURCES OF EVIDENCE

EXPERIMENTAL PROGRAM (D)	**QUESTIONS** 1. If used, has the board of education adopted a policy on experimental programs? 2. If an experimental program is provided to meet the identified needs of pupils, has the program received prior approval by the Ohio Department of Education? **SOURCES OF EVIDENCE** Adopted policy on experimental programs Documentation from the Ohio Department of Education approving experimental programs
PROGRAM EVALUATION (E)	**QUESTIONS** 1. Has the board of education adopted a policy on program evaluation? 2. Has an evaluation been conducted within the last five years of the educational program including: a. Philosophy of education and educational goals? b. Curriculum and instruction? c. Evaluation procedures? If used, has an evaluation been conducted within the last five years of: d. Educational options? e. Experimental programs? 3. Are evaluations conducted according to professionally recognized criteria and procedures? **SOURCES OF EVIDENCE** Adopted policy on program evaluation Date of last evaluation of each component of the educational program Criteria and procedures used to conduct program evaluations Description of the results of program evaluations

EDUCATIONAL RESOURCES
3301-35-03

ADOPTED POLICIES	**QUESTIONS** 1. Have resources for implementation of the educational program been allocated in accordance with adopted policies regarding the following: a. Certificated and classified staff? b. Instructional materials and equipment? c. Facilities? d. Pupil health and safety? e. Pupil cumulative records? f. Pupil admission, placement, and withdrawal? g. Pupil attendance and conduct? h. School guidance services? i. Pupil activity programs? j. Community relations program? k. Evaluation of educational resources? 2. Are board of education policies available to parents, pupils, and school personnel?

QUESTIONS AND SOURCES OF EVIDENCE

CERTIFICATED AND CLASSIFIED STAFF (A) (A)(1)	**QUESTIONS** 1. Has the board of education adopted a policy on certificated and classified staff? 2. Have certificated and classified staff been: a. Recruited, employed, assigned, evaluated, and provided inservice education without discrimination on the basis of age, color, national origin, race, or sex? b. Assigned responsibilities in accordance with written position descriptions commensurate with their certification and qualifications, respectively? (A)(2) 3. Does each certificated staff member hold the appropriate type certificate with respect to assigned position? (See teacher certification dictionary, Appendix C.) 4. Are copies of certificates appropriate to assignments on file in the administrative office? (Certificated staff holding elementary certificates may be assigned to grades seven and eight. Certificated staff holding secondary certificates may be assigned to grades seven and eight to teach the subjects for which certification is held.) **SOURCES OF EVIDENCE** Adopted policy on certificated and classified staff Report of Certificated Staff (CS-1) Written position descriptions Certificates Description of ways in which policies are made available to parents, pupils, and school personnel
TEACHER-PUPIL RATIO (A)(3)	**QUESTIONS** 1. Is the ratio of teachers to pupils on a districtwide basis at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership? 2. Is the districtwide ratio calculated in accordance with Sections 3317.02 and 3317.023, Revised Code? (See calculation requirements, Appendix D.) 3. Is the ratio of teachers to pupils in kindergarten through grade four on a districtwide basis at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership? (Effective date September 1, 1986.) 4. Is the districtwide kindergarten through grade four ratio calculated in accordance with Sections 3317.02 and 3317.023, Revised Code? **SOURCES OF EVIDENCE** Report of Certificated Staff (CS-1) Staff roster Enrollment by grade level
EDUCATIONAL SERVICE PERSONNEL (A)(4)	**QUESTIONS** 1. Is a minimum of five full-time equivalent educational service personnel employed on a districtwide basis for each one thousand pupils in average daily membership? 2. Is the educational service personnel ratio calculated in accordance with Sections 3317.02 and 3317.023, Revised Code?

QUESTIONS AND SOURCES OF EVIDENCE

	3. Are educational service personnel assigned to at least five of the following seven areas: counselor, librarian, school nurse, visiting teacher, and elementary art, music, and physical education? 4. Do educational service personnel assigned to elementary art, music, and physical education hold the special teaching certificate in the subject assigned? **SOURCES OF EVIDENCE** Report of Certificated Staff (CS-1) Staff roster
PRINCIPAL (A)(5)	**QUESTIONS** 1. Is each school provided the services of a principal? 2. Is each school with fifteen or more full-time equivalent classroom teachers assigned the services of a full-time principal? 3. If a principal is assigned to more than one school, is the assignment limited to two schools? **SOURCES OF EVIDENCE** Staff roster Written position description for principal
SUPERVISION (A)(6)	**QUESTION** 1. Is curriculum supervision provided to assist in the improvement of the instructional program? **SOURCES OF EVIDENCE** Description of supervisory services Written position description for supervisor
CLERICAL AND CUSTODIAL STAFF (A)(7)	**QUESTIONS** 1. Is each school provided: a. Clerical services? b. Custodial services? **SOURCES OF EVIDENCE** Description of work schedules for clerical and custodial staff Written position descriptions for clerical and custodial staff
STAFF EVALUATION (A)(8)	**QUESTION** 1. Are certificated and classified staff supervised and evaluated according to a planned sequence of observations and evaluation conferences? **SOURCES OF EVIDENCE** Description of supervisory services Description of staff evaluation program
INSERVICE EDUCATION (A)(9)	**QUESTIONS** 1. Do certificated and classified staff have opportunities to participate in inservice education? 2. Does inservice education include: a. Cooperative planning, implementation, and evaluation? b. Job-related training in areas of need identified in personnel evaluations? c. Orientation activities for new employees?

QUESTIONS AND SOURCES OF EVIDENCE

(A)(10)	3. Does annual inservice education for certificated staff include: a. Instructional methods? b. Subject matter updates? b. Strategies for preventing and correcting disruptive behavior? 4. Are records maintained on staff participation in inservice education and educational program development? **SOURCES OF EVIDENCE** Schedule of inservice activities (e.g., department meetings, districtwide or building inservice education, staff meetings, university courses, workshops) List of personnel included in planning inservice programs Description of needs assessment practices Description of orientation programs for new employees Description of inservice programs that address instructional methods, subject matter updates, and strategies for preventing and correcting disruptive behavior Records of staff participation in inservice education
PROFESSIONAL LIBRARY (A)(11)	**QUESTION** 1. Does the staff have access to a professional library? **SOURCES OF EVIDENCE** Collection of professional publications for staff Description of staff use of professional library
PLANNING TIME (A)(12)	**QUESTION** 1. Does the schedule for each full-time equivalent classroom teacher, who is assigned to a school with a teacher day of six hours or longer, exclusive of the lunch period, include at least two hundred minutes per week for instructional planning, evaluation, and conferences? **SOURCES OF EVIDENCE** Teachers' daily schedules (elementary) Master schedule (secondary)
INSTRUCTIONAL MATERIALS AND EQUIPMENT (B) (B)(1)	**QUESTIONS** 1. Has the board of education adopted a policy on instructional materials and equipment? 2. Do instructional materials and equipment support the attainment of objectives specified in courses of study? 3. Are instructional materials, textbooks, and equipment: a. Available for teacher and pupil use at each grade level? b. Selected according to adopted policies? c. Selected with the involvement of certificated staff? d. Current? **SOURCES OF EVIDENCE** Adopted policy on instructional materials and equipment Adopted policy for selection of instructional materials and equipment

QUESTIONS AND SOURCES OF EVIDENCE

	List of certificated staff involved in the selection of instructional materials and equipment Description of instructional materials that support courses of study Instructional materials, textbooks, and equipment
LIBRARY (B)(2)	**QUESTIONS** 1. Is a library provided in each school? 2. Is the library collection: a. Selected in accordance with adopted policies? b. Selected with the involvement of certificated staff? 3. Does the library collection include: a. Materials which support the attainment of objectives specified in courses of study? b. Materials appropriate to pupil ages, interests, and educational needs? c. Current reference materials with at least one set of encyclopedia having a copyright date within the past five years? 4. Is the library collection: a. Inventoried and cataloged centrally according to a nationally recognized system? b. Organized for convenient accessibility? 5. Is each library staffed by a certificated librarian or by an aide or volunteer supervised by a certificated librarian? 6. Are library services available throughout the school day? 7. Do library services make provisions for the instruction of: a. Pupils in library skills? b. Certificated staff in the use of library services and the production of instructional materials? 8. Do the annual school year district expenditures for library materials and equipment amount to at least one-half of one per cent of the total general fund expenditures for regular instruction for the previous school year as entered on "Form 625, Ohio Common Core Data"? **SOURCES OF EVIDENCE** Adopted policy for selection of library materials Description of library services Library List of certificated staff involved in the selection of library collection Library collection Reference materials Cataloging system and inventory control system Daily schedule of library facility Financial Report of the Board of Education (OCCD-625) Library Supplement (OCCD-7L) Written position descriptions for librarian, aide, and volunteer

QUESTIONS AND SOURCES OF EVIDENCE

FACILITIES	QUESTIONS
(C)	1. Has the board of education adopted a policy on facilities? 2. Do facilities accommodate the enrollment and the philosophy of education and educational goals of the school?
(C)(1)	3. Are facilities of a quality and quantity to support pupil learning relative to objectives specified in courses of study? 4. Are facilities for guidance and counseling of a quality and quantity to implement the district plan for guidance services? 5. Are first aid facilities and space for temporary placement or isolation of injured or ill pupils provided?
(C)(2)	6. Are facilities available to support the work of the certificated staff? 7. Do facilities that support the work of the certificated staff include work space, filing facilities, access to a telephone, and access to a room for private conferences?
(C)(3)	8. Are school facilities and grounds well-maintained, free from hazards and in compliance with fire and safety laws and regulations? 9. Are reports of annual school inspections as conducted by the appropriate local authority available for: a. Fire? b. Health?
	SOURCES OF EVIDENCE
	Adopted policy on facilities
	Facility
	Description of facility use
	Description of the facility in relation to the courses of study
	Fire inspection report
	Health inspection report
	Guidance services plan

PUPIL HEALTH AND SAFETY	QUESTIONS
(D)	1. Has the board of education adopted a policy on health and safety? 2. Are pupil health and safety safeguarded by an organized program of school health services designed to identify pupil health problems and to coordinate school and community health resources for pupils?
(D)(1)	3. Is the program of school health services in compliance with immunization requirements of Section 3313.67, Revised Code, as follows: a. Does the board of education keep an immunization record for each pupil and make this record available in writing to the pupil's parent or guardian upon request? b. Does the immunization record include requirements for: (1) DTP or TD (adult) vaccine? (2) trivalent oral polio vaccine? (3) measles immunization? (4) rubella immunization? c. Annually, by the fifteenth day of October, does the board of education report a summary, by school, of the immunization records of all initial entry pupils in the district to the Director, Ohio Department of Health?

QUESTIONS AND SOURCES OF EVIDENCE

(D)(2)	4. Is the program of school health services in compliance with emergency medical authorization requirements of Section 3313.712, Revised Code as follows: a. Annually, does the board of education provide the parent of every pupil an emergency medical authorization form? b. Does the school keep the completed medical authorization form on file? c. Does the school send the completed medical authorization form to any school to which the pupil is transferred?
	5. Does the program of school health services provide for:
(D)(3)	a. Screening procedures to identify pupils with vision and hearing problems and a program of health counseling, referral, and follow up?
(D)(4)	b. Procedures for emergency situations including fire drills, rapid dismissals, and tornado drills in accordance with Section 3737.73, Revised Code? (Fire drills are required monthly and tornado drills are required during the months April through July.)
(D)(5)	c. Records of monthly fire drills or rapid dismissals and records of tornado drills?
(D)(6)	d. Emergency procedures to be posted in classrooms and available to parents, pupils, and school personnel?
(D)(7)	e. Emergency telephone numbers to be posted by each telephone?
(D)(8)	f. Supervision of school grounds, play areas, and other facilities when scheduled for pupil use?
(D)(9)	g. First aid facilities and materials?
	SOURCES OF EVIDENCE Adopted policy on health and safety Description of health services program Immunization records Medical authorization form Screening procedures for vision and hearing Fire drill records Tornado drill records Emergency procedures related to fire and tornado disasters Description of supervisory practices of school grounds and facilities when scheduled for pupil use
PUPIL CUMULATIVE RECORDS (E)	**QUESTIONS** 1. Has the board of education adopted a policy on pupil cumulative records? 2. Are pupil cumulative records maintained? **SOURCES OF EVIDENCE** Adopted policy on cumulative records Cumulative records

QUESTIONS AND SOURCES OF EVIDENCE

PUPIL ADMISSION, PLACEMENT, AND WITHDRAWAL
(F)
(F)(1)

QUESTIONS

1. Has the board of education adopted a policy on pupil admission, placement and withdrawal?
2. Are pupil admission, placement, and withdrawal processed according to established procedures?
3. Is admission of pupils to kindergarten and grade one in accordance with Section 3321.01, Revised Code as follows:
   a. Are children admitted to kindergarten or first grade if they are five or six years of age, respectively, by September 30 of the year of attendance?
   b. Has the board of education designated the necessary standards and a testing program for admitting a child who fails to meet the age requirement to kindergarten or first grade?
   c. Upon the request of the parent, are children who will be the proper age for entrance to kindergarten or to the first grade by the first day of January, tested for early entrance to school?

(F)(2)

4. When pupils transfer from any school in the state of Ohio which is in compliance with Chapter 3301-35 of the Administrative Code and from any out-of-state school approved by a state department of education or the equivalent for schools attended in a foreign country, are grade placement and units of credit accepted? (Credit for foreign exchange studies may be assigned in accordance with paragraph (B)(8) of Rule 3301-35-02 of the Administrative Code.)

SOURCES OF EVIDENCE

Adopted policy on pupil admission, placement, and withdrawal

Pupil admission, placement, and withdrawal procedures

Description of transfer practices for grade placement and units of credit

PUPIL ATTENDANCE AND CONDUCT
(G)
(G)(1)

QUESTIONS

1. Has the board of education adopted a policy on pupil attendance and conduct?
2. Are pupil attendance and conduct administered according to established objectives and procedures?
3. Is pupil attendance and conduct administered in accordance with the compulsory attendance provisions specified in Section 3321.04, Revised Code?

(G)(2)

4. Is pupil conduct governed by a code of conduct?
5. Does the code of conduct:
   a. Specify expectations for pupil attendance and conduct?
   b. Specify procedures, corrective measures, and penalties regarding code of conduct violations?
   c. Safeguard pupil due process rights?
6. Is the code of conduct:
   a. Available to parents, pupils, and school personnel?
   b. Posted in a central location in the school?

SOURCES OF EVIDENCE

Adopted policy on pupil attendance and conduct, including established objectives and procedures

Code of conduct

Description of practices for administering code of conduct

QUESTIONS AND SOURCES OF EVIDENCE

SCHOOL GUIDANCE SERVICES (H)	**QUESTIONS** 1. Has the board of education adopted a policy on school guidance services? 2. Are school guidance services provided for pupils in kindergarten through grade twelve in accordance with a written plan adopted by the board of education?
(H)(1)	3. Do school guidance services include systematic aid to pupils regarding: a. Educational concerns? b. Career concerns? c. Civic concerns? d. Personal concerns? e. Social concerns? f. Harmful effects of drugs, alcohol, and tobacco?
	4. Do school guidance services include: a. Appraisal? b. Counseling? c. Educational and career planning? d. Referral? e. Staff consultation?
(H)(2)	5. Are counseling services provided by a certificated school counselor?
	SOURCES OF EVIDENCE Adopted policy on school guidance services Adopted written guidance services plan Description of guidance services
PUPIL ACTIVITY PROGRAMS (I)	**QUESTIONS** 1. Has the board of education adopted a policy on pupil activity programs? 2. Are pupil activity programs operated in accordance with the philosophy of education and educational goals? 3. Do pupil activity programs safeguard the interests of the school, participants, and spectators? 4. Are pupils in kindergarten through grade six excluded from school-sponsored interscholastic athletics?
	SOURCES OF EVIDENCE Adopted policy on pupil activity programs Descriptions of pupil activity programs, including practices for safeguarding the interests of the school, participants, and spectators
COMMUNITY RELATIONS PROGRAM (J)	**QUESTIONS** 1. Has the board of education adopted a policy on planned community relations program? 2. Is there a planned community relations program that encourages citizen participation in and support for the educational program? 3. Does the community relations program give evidence of efforts to:
(J)(1)	a. Encourage citizen participation in school functions in accordance with the philosophy of education and educational goals?
(J)(2)	b. Communicate educational program goals, strengths, and needs?
(J)(3)	c. Provide information regarding school activities and pupil accomplishments?
(J)(4)	d. Enlist community resources to support the educational program?

QUESTIONS AND SOURCES OF EVIDENCE

(J)(5)	e. Utilize the services of volunteers who are assigned responsibilities consistent with their qualifications and experience and who are supervised by appropriate school personnel? **SOURCES OF EVIDENCE** Adopted policy on planned community relations program Description of planned community relations program Annual report
RESOURCE EVALUATION (K)	**QUESTIONS** 1. Has the board of education adopted a policy on evaluation procedures? 2. Has an evaluation been conducted within the last five years of the educational resource allocation including: a. Certificated and classified staff? b. Instructional materials and equipment? c. Facilities? d. Pupil health and safety? e. Pupil cumulative records? f. Pupil admission, placement, and withdrawal? g. Pupil attendance and conduct? h. School guidance services? i. Pupil activity programs? j. Community relations program? 3. Have evaluations been conducted according to professionally recognized criteria and procedures? **SOURCES OF EVIDENCE** Adopted policy on resource evaluation Date of last evaluation of each component of the educational resources Criteria and procedures used to conduct resource evaluations Description of the results of resource evaluations

APPENDIX A

ADOPTED POLICIES—PROVIDING DIRECTION TO THE ADMINISTRATIVE PROCESS

The Minimum Standards for Elementary and Secondary Schools, outlined in Rule 3301-35-01 to 3301-35-07, require 19 adopted policies. Although many school districts already operate under a set of adopted policies, each school district should review existing policies in terms of the new standards.

What Is An Adopted Policy

In Rule 3301-35-01 policies are defined as "principles governing the operation of the school. Policies shall be established and adopted by the board of education." Simply stated, a policy is a brief statement about the purpose of an educational matter. Insofar as board of education members are able to interpret the expectations of the community, adopted policies reflect the expectations of the citizens of the district.

A distinction must be made between a policy and an administrative rule, regulation, or procedure. A policy states the philosophical rationale of a governing body and directs the actions of its employees. In the school setting, a board of education states its official position on educational matters through the adoption of policies. Policies provide the framework in which programs and services are developed and establish guidelines that help school personnel make decisions that reflect the board of education's expectations. An administrative rule, regulation, or procedure specifies how school personnel implement the position of the board of education. Adopted policies provide consistency in programs and services and serve as the basis for evaluating the appropriateness and effectiveness of administrative rules, regulations, or procedures.

What Makes A Good Policy

Good policies are formulated at time of deliberative reflection, not imminent pressure. Policies adopted by a board of education establish a philosophical foundation for administrative decisions. The benefits which a district may derive from adopted policies include:

1. providing continuity, stability and consistency in school operations;
2. providing a means by which boards of education can appraise educational services; and
3. providing a means to orient new board and staff members to their jobs.

To realize fully these benefits, adopted policies should be readily available to school personnel, students, parents, and other interested community members.

In developing policy statements, a board of education should consider the following elements:

1. the purpose of the policy statement, including the expectations of staff;
2. the specific procedures for carrying out the policy, including who will be responsible;
3. the resources necessary for the implementation of the policy.

When writing policies, school board members often look at models to see what others have done. Policy statements are not generally transferable from one organization to another. In principle, policies should grow out of the needs of the local community and the organizational structure of the school district. The only justifiable reason for establishing policies is to enhance the operation of the schools for the benefit of students.

APPENDIX B

OHIO DEPARTMENT OF EDUCATION
SUPPLEMENTARY REPORT FOR ELEMENTARY AND SECONDARY SCHOOL EVALUATION

POLICIES AND REGULATIONS ADOPTED BY THE BOARD OF EDUCATION District _____

County _____ Superintendent _____ Date _____

The kindergarten through twelfth grade educational program shall be implemented in accordance with the Revised Code and board of education policies governing the following:	**Where Policy Can Be Found** *Note: All sources listed below should be available for review the day of the school evaluation.*	**Page & Section Number**	**Date of Board Adoption**
(A) philosophy of education and educational goals			
(B) curriculum and instruction			
participation of handicapped pupils in competency based education program			
(C) educational options (if applicable)			
(D) experimental programs (if applicable)			
(E) program evaluation			
Resources for implementation of the educational program shall be allocated in accordance with the Revised Code and board of education policies governing the following:			
(A) certificated and classified staff			
(B) instructional materials and equipment			
selection of materials, textbooks, and equipment			
selection of library collection			
(C) facilities			
(D) health and safety			
(E) cumulative records			
(F) pupil admission			
(G) pupil attendance and conduct			
(H) school guidance services			
(I) pupil activity programs			
(J) planned community relations			
(K) evaluation procedures			

APPENDIX C

TEACHER CERTIFICATION DICTIONARY

The certification dictionary identifies the certificates that are appropriate for teaching a subject or grade. In the first column, common course titles are given and in the second column the appropriate certificates for teaching that course are identified. School officials can use the dictionary to be certain that all teachers hold proper certification for their instructional assignments.

Course Title	Appropriate Certificate
ELEMENTARY—REGULAR	
Kindergarten	Kindergarten-Elementary Kindergarten-Primary
Grade 1	Elementary Kindergarten-Elementary Kindergarten-Primary
Grade 2	Elementary Kindergarten-Elementary Kindergarten-Primary
Grade 3	Elementary Kindergarten-Elementary Kindergarten-Primary
Grade 4	Elementary Kindergarten-Elementary
Grade 5	Elementary Kindergarten-Elementary
Grade 6	Elementary Kindergarten-Elementary
Grade 7	Elementary Kindergarten-Elementary
Grade 8	Elementary Kindergarten-Elementary
ELEMENTARY—SPECIFIC	
Art-Elementary	Art (K-12) Art (Visual) Elementary Elementary
Bilingual Multicultural	Bilingual Multicultural
Educational Media-Elementary	Educational Media-Elementary Educational Media (K-12) Elementary
French-Elementary	Elementary French-Elementary French (K-12)
German-Elementary	Elementary German-Elementary German (K-12)
Home Economics-Elementary	Elementary Home Economics-Elementary Home Economics (K-12)
Industrial Arts-Elementary	Elementary Industrial Arts (K-12)
Latin-Elementary	Elementary Latin-Elementary Latin (K-12)
Mathematics Improvement Elementary	Elementary Mathematics Clinician Remedial Mathematics
Music-Elementary	Elementary Music-Elementary Music (K-12)
Physical Education-Elementary	Elementary Physical Education-Elementary Physical Education (K-12)

APPENDIX C

Course Title	Appropriate Certificate
ELEMENTARY—SPECIFIC (cont.)	
Reading Improvement-Elementary	Elementary Reading (K-12) Remedial Reading
Spanish-Elementary	Elementary Spanish-Elementary Spanish (K-12)
GENERAL	
Career	Career
Educational Media	Educational Media Library Science
Educational Media (K-12)	Educational Media Library Science
Educational Media (7-12)	Educational Media Library Science
Driver Education	Driver Education
ROTC Military Science	ROTC Military Science
Social Psychology	Social Psychology
SECONDARY-NONVOCATIONAL	
ART	
Art	Art-Visual (K-12) Art-Visual (7-12)
Art Appreciation	Art-Visual (K-12) Art-Visual (7-12)
Art History	Art-Visual (K-12) Art-Visual (7-12)
Ceramics	Art-Visual (K-12) Art-Visual (7-12)
Crafts (Art)	Art-Visual (K-12) Art-Visual (7-12)
Design	Art-Visual (K-12) Art-Visual (7-12)
Drawing-Painting	Art-Visual (K-12) Art-Visual (7-12)
Photography	Art-Visual (K-12) Art-Visual (7-12)
Printmaking	Art-Visual (K-12) Art-Visual (7-12)
Sculpture	Art-Visual (K-12) Art-Visual (7-12)

APPENDIX C

Course Title	Appropriate Certificate
BUSINESS EDUCATION	
Accounting	Accounting Business Education w/o Shorthand Comprehensive Business Education
Bookkeeping	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education
Business English	Business Education w/o Shorthand Comprehensive Business Education English
Business Law	Business Education w/o Shorthand Business Law Comprehensive Business Education
Business Machines	Business Education w/o Shorthand Business Machines Comprehensive Business Education
Business Mathematics	Business Education w/o Shorthand Comprehensive Business Education Mathematics
Consumer Education	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education Comprehensive Social Studies Home Economics
Data Processing	Business Education w/o Shorthand Comprehensive Business Education Data Processing
Economics	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education Comprehensive Social Studies Economics
General Business	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education
Office Practices	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education Office Practices
Shorthand	Comprehensive Business Education Shorthand Stenography-Typing
Stenography	Comprehensive Business Education Stenography-Typing
Typing	Business Education w/o Shorthand Comprehensive Business Education Stenography-Typing Typing
Word Processing	Comprehensive Business Education Stenography-Typing Typing
COMMUNICATIONS	
Advanced English	Comprehensive Communications English
Communications	Comprehensive Communications
Composition	Comprehensive Communications English
Dramatics	Comprehensive Communications Dramatics Speech
English 1	Comprehensive Communications English
English 2	Comprehensive Communications English
English 3	Comprehensive Communications English

APPENDIX C

Course Title	Appropriate Certificate
(Secondary—Nonvocational—continued)	
English 4	Comprehensive Communications English
Grammar & Usage	Comprehensive Communications English
Humanities	Comprehensive Communications English Humanities
Journalism	Comprehensive Communications Journalism
Literature	Comprehensive Communications English
Reading	Comprehensive Communications Reading (K-12) Remedial Reading
Refresher English	Comprehensive Communications English
Speech	Comprehensive Communications Speech
FOREIGN LANGUAGE	
Chinese (K-12)	Chinese (K-12)
Chinese (7-12)	Chinese (K-12) Chinese (7-12)
Czech (K-12)	Czech (K-12)
Czech (7-12)	Czech (K-12) Czech (7-12)
English as a Foreign Language	English as a Foreign Language
French (K-12)	French (K-12)
French (7-12)	French (K-12) French (7-12)
German (K-12)	German (K-12)
German (7-12)	German (K-12) German (7-12)
Greek (K-12)	Greek (K-12)
Greek (7-12)	Greek (K-12) Greek (7-12)
Hebrew (K-12)	Hebrew (K-12)
Hebrew (7-12)	Hebrew (K-12) Hebrew (7-12)
Italian (K-12)	Italian (K-12)
Italian (7-12)	Italian (K-12) Italian (7-12)
Latin (K-12)	Latin (K-12)
Latin (7-12)	Latin (K-12) Latin (7-12)
Polish (K-12)	Polish (K-12)
Polish (7-12)	Polish (K-12) Polish (7-12)
Russian	Russian
Spanish (K-12)	Spanish (K-12)
Spanish (7-12)	Spanish (K-12) Spanish (7-12)
HEALTH	
Health Education (7-12)	Health Education (K-12) Health Education (7-12)
HOME ECONOMICS	
Child Development	Home Economics
Consumer Education	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education Comprehensive Social Studies Home Economics
Home Economics	Home Economics
Single Living	Home Economics
INDUSTRIAL ARTS	
Auto Mechanics	Automotives Industrial Arts (K-12) Industrial Arts (7-12)
Construction	Industrial Arts (K-12) Industrial Arts (7-12)
Crafts (Industrial Arts)	Crafts (Industrial Arts) Industrial Arts (K-12) Industrial Arts (7-12)
Drafting	Draft/Design/Sketch Industrial Arts (K-12) Industrial Arts (7-12)
Electricity	Electricity Industrial Arts (K-12) Industrial Arts (7-12)

APPENDIX C

Course Title	Appropriate Certificate
Graphic Arts	Graphic Arts Graphic Arts Technician Industrial Arts (K-12) Industrial Arts (7-12) Print Presswork Printing
Home Mechanics	Industrial Arts (K-12) Industrial Arts (7-12)
Industrial Arts (K-12)	Industrial Arts (K-12)
Industrial Arts (7-12)	Industrial Arts (K-12) Industrial Arts (7-12)
Metals	Industrial Arts (K-12) Industrial Arts (7-12) Machine Shop Sheet Metal Technician
Plastics	Industrial Arts (K-12) Industrial Arts (7-12)
Small Engine Repair	Industrial Arts (K-12) Industrial Arts (7-12)
Woods	Industrial Arts (K-12) Industrial Arts (7-12) Woods Technology
MATHEMATICS	
Advanced Mathematics	Mathematics
Algebra 1	Mathematics
Algebra 2	Mathematics
Applied Mathematics	Mathematics
Calculus	Mathematics
Consumer Mathematics	Mathematics
General Mathematics	Mathematics
Geometry	Mathematics
Pre-Algebra	Mathematics
Pre-Calculus	Mathematics
Probability Statistics	Mathematics
Refresher Mathematics	Mathematics Mathematics Clinician Remedial Mathematics
Trigonometry	Mathematics
Vocational Mathematics	Mathematics
MUSIC	
General Music	Music (K-12) Music (7-12)
Instrumental Music	Music (K-12) Music (7-12)
Music Appreciation	Music (K-12) Music (7-12)
Music Theory	Music (K-12) Music (7-12)
Vocal Music	Music (K-12) Music (7-12)
PHYSICAL EDUCATION	
Life Time Sports	Physical Education (K-12) Physical Education (7-12)
Physical Education (K-12)	Physical Education (K-12)
Physical Education (7-12)	Physical Education (K-12) Physical Education (7-12)
Safety/First Aid/CPR	Health Education (K-12) Health Education (7-12) Physical Education (K-12) Physical Education (7-12)
SCIENCE	
Aerospace Education	Aerospace Education Comprehensive Science
Aviation Science	Aviation Science Comprehensive Science
Biology	Biological Science Comprehensive Science
Botany	Biological Science Botany Comprehensive Science
Chemistry	Chemistry Comprehensive Science Physical Science
Earth Science	Comprehensive Science Earth Science
Ecology	Biological Science Comprehensive Science Ecology
Environmental Science	Comprehensive Science
General Science	Comprehensive Science General Science
Geology	Comprehensive Science Geology Earth Science
Life Science	Biological Science Comprehensive Science
Meteorology	Comprehensive Science Earth Science Meteorology
Outdoor Education	Outdoor Education
Physical Science	Comprehensive Science Physical Science

APPENDIX C

Course Title	Appropriate Certificate
(Secondary—Nonvocational—continued)	
Physics	Comprehensive Science Physical Science Physics
Physiology	Biological Science Comprehensive Science Physiology
Zoology	Biological Science Comprehensive Science Zoology
SOCIAL STUDIES	
American History	Comprehensive Social Studies History
Anthropology	Anthropology Comprehensive Social Studies
Consumer Education	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education Comprehensive Social Studies Home Economics
Economics	Bookkeeping-Basic Business Business Education w/o Shorthand Comprehensive Business Education Comprehensive Social Studies Economics
Geography	Comprehensive Social Studies Geography
Government	Comprehensive Social Studies Government Political Science
Ohio History	Comprehensive Social Studies History
Philosophy	Comprehensive Social Studies Philosophy
Political Science	Comprehensive Social Studies Government Political Science
Sociology	Comprehensive Social Studies Sociology
World History	Comprehensive Social Studies History

SECONDARY—VOCATIONAL

AGRICULTURE	
Agriculture Conservation	Agriculture Conservation
Agriculture Business and Supply	Agriculture Business and Supply
Agriculture Industry Equipment	Agriculture Industry Equipment
Agriculture Production Process	Agriculture Production Process
Agriculture Production	Agriculture Production
Animal Science	Animal Science
Environmental Management	Environmental Management
Forestry	Forestry
Horticulture	Horticulture
BUSINESS AND OFFICE EDUCATION	
Accounting-Computer 1 Year	Accounting-Computer 1 Year
Administrative Support Clerk	Administrative Support Clerk
Agency Clerk	Agency Clerk
Clerical Services Clerk	Clerical Services Clerk
Correspondence Clerk	Correspondence Clerk
Data Processing Systems 1 Year	Data Processing Systems 1 Year
File/Office Machines/ Clerical	Duplicating Operator
General Office Clerk	General Office Clerk
Information Communication Operator	Information Communication Operator
Medical Records Clerk	Medical Records Clerk
Medical/Legal Stenographer	Medical/Legal Stenographer
Miscellaneous Office	Miscellaneous Office
Office Machine Operator	Office Machine Operator
Personal-Training Related Occupations	Personal-Training Related Occupations
Secretary/Clerk Stenographer	Secretary/Clerk Stenographer

APPENDIX C

Course Title	Appropriate Certificate
Stenographer-Secretary Related Occupations	Stenographer-Secretary Related Occupations
Stenography-Typing	Stenography-Typing
Support-Administrative Management Occupations	Support-Administrative Management Occupations
Typing-Related Occupations	Typing-Related Occupations
*Voc BOE Comprehensive	Voc BOE Comprehensive
Voc BOE w/o Data Processing	Voc BOE w/o Data Processing
Voc BOE w/o Shorthand	Voc BOE w/o Shorthand
Voc BOE w/o Data Processing and Shorthand	Voc BOE w/o Data Processing and Shorthand

**Voc BOE—Vocational Business and Office Education*

DISTRIBUTIVE EDUCATION

Auto Dealership Management	Auto Dealership Management
Auto Parts Management	Auto Parts Management
*DE—Advertising Services	DE—Advertising Services
DE—Apparel Accessories	DE—Apparel Accessories
DE—Automotive	DE—Automotive
DE—Finance-Credit	DE—Finance-Credit
DE—Floristry	DE—Floristry
DE—Food Distribution	DE—Food Distribution
DE—Food Services	DE—Food Services
DE—General Merchandise	DE—General Merchandise
DE—Hardware, Building Material, Farm and Garden Supplies and Equipment	DE—Hardware, Building Material, Farm and Garden Supplies and Equipment
DE—Home Furnishing	DE—Home Furnishing
DE—Hotel-Lodging	DE—Hotel-Lodging
DE—Industrial Marketing	DE—Industrial Marketing
DE—Insurance	DE—Insurance
DE—Personal Services	DE—Personal Services
DE—Petroleum	DE—Petroleum
DE—Real Estate	DE—Real Estate
DE—Recreation-Tourism	DE—Recreation-Tourism
DE—Transportation	DE—Transportation
Food Service Management	Food Service Management
Food Service Person	Food Service Person
Marketing Management	Marketing Management
Occupational Work Adjustment	Occupational Work Adjustment
Performing Arts	Performing Arts
Personnel Management	Personnel Management
Radio Broadcasting	Radio Broadcasting
Supervisor/Administrator Occupations	Supervisor/Administrator Occupations
Television	Television
Vocational Music	Vocational Music

**DE—Distributive Education*

HEALTH OCCUPATIONS

Dental	Dental Assistant
Dental Health Education	Dental Health Education
Dental Hygiene	Dental Hygiene
Dental Hygiene Vocational	Dental Hygiene Vocational
Dental Laboratory Technician	Dental Laboratory Technician
Diversified Health Occupations Instructor	Diversified Health Occupations Instructor
Diversified Cooperative Health Occupations	Diversified Cooperative Health Occupations
Diversified Health Occupations	Diversified Health Occupations
Emergency Medical Technician	Emergency Medical Technician
Health Occupation Education	Practical Nurse Coordinator
Medical Laboratory Assistant	Medical Laboratory Assistant
Medical Laboratory Technician	Medical Laboratory Technician
Mental Health Technician	Mental Health Technician
Miscellaneous Health Occupation	Medical Assistant (Physician)
Nurse Aide	Nurse Aide
Nursing	Nursing
Ophthalmic	Ophthalmic
Pharmacology Assistant	Pharmacology Assistant
Practical Nurse	Practical Nurse
Psychiatric Aide	Psychiatric Aide
Rehabilitation	Occupational Therapy
Surgical Technician	Surgical Technician

APPENDIX C

Course Title	Appropriate Certificate
(Secondary—Vocational—continued)	
HOME ECONOMICS	
Comprehensive Family Life Education	Comprehensive Family Life Education
Home Furnishing-Equipment/Services	Home Furnishing-Equipment/Services
Homemaking	Homemaking-Consumer Education
Job Training Child Care	Job Training Child Care
Job Training-Community and Home	Job Training-Community and Home
Job Training Fabric	Job Training Fabric
Occupational Preparation	Job Training Foods
Therapeutic Recreation	Therapeutic Recreation
TRADE AND INDUSTRIAL EDUCATION	
Air Condition/Heating	Air Condition/Heating
Aircraft Maintenance	Aircraft Maintenance
Aircraft Operator	Aircraft Operator
Appliance Repair	Appliance Repair
Automotive Services	Automotive Services
Aviation Occupations	Aviation Occupations
Building Maintenance	Building Maintenance
Business Machine Maintenance	Business Machine Maintenance
Chemical Laboratory	Chemical Laboratory
Commercial Art Occupations	Commercial Art Occupations
Commercial Fish Occupations	Seamanship Marine Maintenance
Commercial Photo Occupations	Commercial Photo Occupations
Construction/Maintenance Trade	Construction/Maintenance Trade
Custodial Services	Custodial Services
Diesel Mechanic	Diesel Mechanic
Drafting Occupations	Drafting Occupations
Electrical Operator	Power Transmission
Electronics Occupations	Commercial Electronics
Foremanship	Foremanship
Graphic Arts	Graphic Arts
Heavy Equipment	Heavy Equipment
Industrial Laboratory Assistant	Industrial Laboratory Assistant
Industrial Electronics	Industrial Electronics
Mine Maintenance Mechanic	Mine Maintenance Mechanic
Motor Repair	Motor Repair
Painting Decoration	Painting Decoration
Residential Floor Layer	Residential Floor Layer
Roofing	Roofing
Tele-Communication	Tele-Communication
Barbering	Barbering
Cosmetology	Cosmetology
*DCT Coordinator	DCT Coordinator
Energy Production	Energy Production
Fire Safety Inspector	Fire Safety Inspector
Hydraulic/Pneumatic Occupations	Hydraulic/Pneumatic Occupations
Law Enforcement Training	Law Enforcement Training
Leatherworking	Leatherworking
Machine Tool Operator	Machine Tool Operator
Meat Cutter	Meat Cutter
Metal Fabrication	Metal Fabrication
Metalworking Occupations	Metalworking Occupations
Occupational Laboratory	Occupational Laboratory
Occupational Work Experience	Occupational Work Experience
Plastics Occupations	Plastics Occupations
Public Service Occupations	Fireman Training
Pumping Plants	Pumping Plants
Refrigerator Mechanics	Refrigerator Mechanics
School Bus Driver Training	School Bus Driver Training
Sheet Metal	Sheet Metal
Small Engine Repair	Small Engine Repair
Stationary Energy	Electric Power/Generator Plant
Tool-Die Making	Tool-Die Making
Upholstering	Upholstering
Vocational Adjustment Laboratory	Vocational Adjustment Laboratory
Welding-Cutting	Welding-Cutting
Woodwork Occupations	Millwork-Cabinet-Making

*DCT—Diversified Cooperative Training

APPENDIX C

Course Title	Appropriate Certificate
SPECIAL EDUCATION	
Art/Moderately, Severely, or Profoundly Retarded	Art/Moderately, Severely or Profoundly Retarded
Coordinator: Support Services	Coordinator: Support Services
Coordinator: Work Adjustment/Work Experience	Coordinator: Work Adjustment/Work Experience
Deaf/Hard-of-Hearing	Deaf/Hard-of-Hearing
Developmentally Handicapped	Educable Mentally Retarded
Gifted/Talented (K-12)	Grade Level Certificate
Gifted/Talented (7-12)	Grade Level Certificate
Family Life/Moderately, Severely, or Profoundly Retarded	Family Life/Moderately, Severely, or Profoundly Retarded
Home Economics/ Moderately, Severely, or Profoundly Retarded	Home Economics/ Moderately, Severely, or Profoundly Retarded
Industrial Arts/ Moderately, Severely, or Profoundly Retarded	Industrial Arts/ Moderately, Severely, or Profoundly Retarded
Learning Disabilities/ Behavior Disorders	Learning Disabilities/ Behavior Disorders
Moderately, Severely, or Profoundly Retarded	Moderately, Severely, or Profoundly Retarded
Music/Moderately, Severely, or Profoundly Retarded	Music/Moderately, Severely, or Profoundly Retarded
Occupational Therapist	Occupational Therapist
Orthopedically Handicapped	Orthopedically Handicapped
Physical Therapist	Physical Therapist
Severe Behavioral Handicapped	Learning Disorders/ Behavior Disorders
Speech and Hearing Therapy	Speech and Hearing Therapy
Visually Handicapped	Visually Handicapped

APPENDIX D

TEACHER-PUPIL RATIO

(Revised Code 3317.023, Paragraph (A) of Rule 3301-35-03)

A. DEFINITIONS

1. "Classroom Teacher" means a certificated employee who provides direct instruction to pupils, excluding:
   a. Teachers funded from DPPF funds or from federal sources
   b. Educational service personnel
   c. Vocational and special education teachers in approved units.
2. "Educational Service Personnel" (ESP) shall not include such specialists funded from money paid to the district from DPPF funds, from federal sources, or assigned full-time to vocational or special education classes.
3. "Current Basic A.D.M." means the average daily membership as reported on Form SF-2 for the current school year minus
   a. One-half the kindergarten A.D.M.,
   b. Full-time equivalent (F.T.E.) in vocational units and contract A.D.M.,
   c. 75% of joint vocational school (J.V.S.) A.D.M., and
   d. All A.D.M. in approved special education units.
4. "Current K-4 A.D.M." means the Current Basic A.D.M. minus the A.D.M. assigned to grades 5-12.

B. NUMBER OF CLASSROOOM TEACHERS

1. **To determine the number of classroom teachers required K-12.**
   a. Multiply the current basic A.D.M. by 40/1000 (.04)
   b. Compare the requirement with the total number of classroom teachers on Form SF-1 Summary.
2. To determine the number of classroom teachers required K-4, multiply the current K-4 A.D.M. by 40/1000 (.04).

APPENDIX E

REVISED CODE REFERENCES

Minimum standards for Elementary and Secondary Schools contain direct references to the Revised Code. This section is provided to make it more convenient for school officials to have access to those sections of the Revised Code that are referenced in standards.

1347.99 Penalties
No public official, public employee, or other person who maintains, or is employed by a person who maintains, a personal information system for a state or local agency shall purposely refuse to comply with division (E), (F), (G), or (H) or section 1347.05, division (A), (B), or (C) of section 1347.08, or division (A) or (C) of section 1347.09 of the Revised Code. Whoever violates this section is guilty of a minor misdemeanor.

1347.05 Duties of state and local agencies.
Every state or local agency that maintains a personal information system shall:

(A) Appoint one individual to be directly responsible for the system;

(B) Adopt and implement rules that provide for the operation of the system in accordance with the provisions of this chapter that, in the case of state agencies, apply to state agencies or, in the case of local agencies, apply to local agencies;

(C) Inform each of its employees who has any responsibility for the operation or maintenance of the system, or for the use of personal information maintained in the system, of the applicable provisions of this chapter and of all rules adopted in accordance with this section;

(D) Specify disciplinary measures to be applied to any employee who initiates or otherwise contributes to any disciplinary or other punitive action against any individual who brings to the attention of appropriate authorities, the press, or any member of the public, evidence of unauthorized use of information contained in the system;

(E) Inform a person who is asked to supply personal information for a system whether the person is legally required to, or may refuse to, supply the information;

(F) Develop procedures for purposes of monitoring the accuracy, relevance, timeliness, and completeness of the personal information in this system, and, in accordance with the procedures, maintain the personal information in the system with the accuracy, relevance, timeliness, and completeness that is necessary to assure fairness in any determination made with respect to a person on the basis of the information;

(G) Take reasonable precautions to protect personal information in the system from unauthorized modification, destruction, use, or disclosure;

(H) Collect, maintain, and use only personal information that is necessary and relevant to the functions that the agency is required or authorized to perform by statute, ordinance, code, or rule, and eliminate personal information from the system when it is no longer necessary and relevant to those functions.

1347.08 Inspection of personal information maintained.
(A) Every state or local agency that maintains a personal information system, upon the request and the proper identification of any person who is the subject of personal information in the system, shall:

(1) Inform the person of the existence of any personal information in the system of which he is the subject;

(2) Except as provided in divisions (C) and (E) (2) of this section, permit the person, his legal guardian, or an attorney who presents a signed written authorization made by the person, to inspect all personal information in the system of which he is the subject;

(3) Inform the person about the types of uses made of the personal information, including the identity of any users usually granted access to the system.

(B) Any person who wishes to exercise a right provided by this section may be accompanied by another individual of his choice.

(C) A state or local agency, upon request, shall disclose medical, psychiatric, or psychological information to a person who is the subject of the information or to his legal guardian, unless a physician, psychiatrist, or psychologist determines for the agency that the disclosure of the information is likely to have an adverse effect on the person, in which case the information shall be released to a physician, psychiatrist, or psychologist who is designated by the person or by his legal guardian.

(D) If an individual who is authorized to inspect personal information that is maintained in a personal information system requests the state or local agency that maintains the system to provide a copy of any personal information that he is authorized to inspect, the agency shall provide a copy of the personal information to the individual. Each state and local agency may establish reasonable fees for the service of copying, upon request, personal information that is maintained by the agency.

(E)(1) This section regulates access to personal information that is maintained in a personal information system by persons who are the subject of the information, but does not limit the authority of any person including a person who is the subject of personal information maintained in a personal information system, to inspect or have copied, pursuant to section 149.43 of the Revised Code, a public record as defined in that section.

(2) This section does not provide a person who is the subject of personal information maintained in a personal information system, his legal guardian, or an attorney authorized by the person, with a right to inspect or have copied, or require an agency that maintains a personal information system to permit the inspection of or to copy, a confidential law enforcement investigatory record or trial preparation record, as those terms are defined in divisions (A)(2) and (4) of section 149.43 of the Revised Code.

APPENDIX E

(F) This section does not apply to the papers, records, and books pertaining to an adoption, which under section 3107.17 of the Revised Code are subject to inspection only upon consent of the cou[illegible]

1347.09 Disputed information; duti[illegible] agency.

(A)(1) If any person, disputes the accuracy, relevance, timeliness, or completeness of personal information that pertains to him and that is maintained by any state or local agency in a personal information system, he may request the agency to investigate the current status of the information. The agency shall, within a reasonable time after, but not later than ninety days after, receiving the request from the disputant, make a reasonable investigation to determine whether the disputed information is accurate, relevant, timely, and complete, and shall notify the disputant of the results of the investigation and of the action that the agency plans to take with respect to the disputed information. The agency shall delete any information that it cannot verify or that it finds to be inaccurate.

(2) If after an agency's determination, the disputant is not satisfied, the agency shall do either of the following:

(a) Permit the disputant to include within the system a brief statement of his position on the disputed information. The agency may limit the statement to not more than one hundred words if the agency assists the disputant to write a clear summary of the dispute.

(b) Permit the disputant to include within the system a notation that the disputant protests that the information is inaccurate, irrelevant, outdated, or incomplete. The agency shall maintain a copy of the disputant's statement of the dispute. The agency may limit the statement to not more than one hundred words if the agency assists the disputant to write a clear summary of the dispute.

(3) The agency shall include the statement or notation in any subsequent transfer, report, or dissemination of the disputed information and may include with the statement or notation of the disputant a statement by the agency that it has reasonable grounds to believe that the dispute is frivolous or irrelevant, and of the reasons for its belief.

(B) The presence of contradictory information in the disputant's file does not alone constitute reasonable grounds to believe that the dispute is frivolous or irrelevant.

(C) Following any deletion of information that is found to be inaccurate or the accuracy of which can no longer be verified, or if a statement of dispute was filed by the disputant, the agency shall, at the written request of the disputant, furnish notification that the information has been deleted, or furnish a copy of the disputant's statement of the dispute, to any person specifically designated by the person. The agency shall clearly and conspicuously disclose to the disputant that he has the right to make such a request to the agency.

3301.07 Powers of state board.

(D) Formulate and prescribe minimum standards to be applied to all elementary and secondary schools in this state for the purpose of requiring a general education of high quality. Such standards shall provide adequately for: A curriculum sufficient to meet the needs of pupils in every community; locally developed competency programs; the certification of teachers, administrators, and other professional personnel and their assignment according to training and qualifications; efficient and effective instructional materials and equipment, including library facilities; the proper organization, administration, and supervision of each school, including regulations for preparing all necessary records and reports and the preparation of a statement of policies and objectives for each school; buildings, grounds, health and sanitary facilities and services; admission of pupils, and such requirements for their promotion from grade to grade as will assure that they are capable and prepared for the level of study to which they are certified; requirements for graduation; and such other factors as the board finds necessary.

In the formulation and administration of such standards for nonpublic schools the board shall also consider the particular needs, methods and objectives of said schools, provided they do not conflict with the provision of a general education of a high quality and provided that regular procedures shall be followed for promotion from grade to grade of pupils who have met the educational requirements prescribed.

3301.071 Certification of teachers in non-tax supported schools.

In the case of non-tax supported schools, standards for teacher certification prescribed under section 3301.071 of the Revised Code shall provide for certification, without further educational requirements, of any administrator, supervisor, or teacher who has attended and received a bachelor's degree from a college or university accredited by a national or regional association in the United States, or who, at the discretion of the state board of education, has an equivalent degree from a foreign college or university of comparable standing.

3301.16 Classifying and chartering high schools; definitions.

Pursuant to standards prescribed by the state board of education as provided in division (D) of section 3301.071 of the Revised Code, such board shall classify and charter school districts and individual schools within each district. Such board shall revoke the charter of any school district or school which fails to meet the standards for elementary and high schools as prescribed by the board. In the issuance and revocation of school district or school charters, the state board of education shall be governed by the provisions of Chapter 119 of the Revised Code. In case a school district charter is revoked pursuant to this section, the state board of education may dissolve the school district and transfer its territory to one or more adjacent districts. An equitable division of the funds, property, and indebtedness of the school district shall be made by the state board of education among the receiving districts. The board of education of a receiving district shall accept such territory pursuant to the order of the state board of education. Prior to

APPENDIX E

dissolving the school district, the state board of education shall notify the appropriate county board of education and all adjacent school district boards of education of its intention to do so. Boards so notified may make recommendations to the state board of education regarding the proposed dissolution and subsequent transfer of territory. Except as provided in section 3301.161 [3391.16.1] of the Revised Code, the transfer ordered by the state board of education shall become effective on the date specified by the state board, but the date shall be at least thirty days following the date of issuance of the order.

A high school is one of higher grade than an elementary school, in which instruction and training are given in accordance with sections 3301.07 and 3313.60 of the Revised Code and which also offers other subjects of study more advanced than those taught in the elementary schools and such other subjects as may be approved by the state board of education.

An elementary school is one in which instruction and training are given in accordance with sections 3301.07 and 3313.60 of the Revised Code and which offers such other subjects as may be approved by the state board of education. In districts wherein a junior high school is maintained, the elementary schools in that district may be considered to include only the work of the first six school years inclusive, plus the kindergarten year.

3313.48 Free education to be provided; minimum school year.

The board of education of each city, exempted village, local, and joint vocational school district shall provide for the free education of the youth of school age within the district under its jurisdiction, at such places as will be most convenient for the attendance of the largest number thereof. Every day school so provided shall be open for instruction with pupils in attendance for not less than one hundred eighty-two days in each school year, which may include up to four school days per year in which classes are dismissed one-half day early or the equivalent amount of time during a different number of days for the purpose of individualized parent-teacher conferences and reporting periods and which may include up to two days for professional meetings of teachers when such days occur during a regular school week and schools are not in session or as provided in sections 3313.481, 3313.482, 3313.484, and 3313.485 of the Revised Code, less the number of days the school is closed as a result of public calamity, as provided in section 3317.01 of the Revised Code. The state board of education shall adopt standards for defining "school day" as used in sections 3313.48, 3313.481, 3313.482, 3313.484, and 3317.01 of the Revised Code. Except as otherwise provided in this section, each day for grades seven through twelve shall consist of not less than five clock hours with pupils in attendance, except in such emergency situations, including lack of classroom space, as are approved by the state board of education. Except as otherwise provided in this section, each day for grades one through six shall consist of not less than five clock hours with pupils in attendance which may include fifteen minute morning and afternoon recess periods, except in such emergency situations, including lack of classroom space, as are approved by the state board of education.

3313.481 Trimester school year.

The board of education of a city, exempted village, local or joint vocational school district may, subject to the approval of the state department of education, provide for three trimesters or two hundred forty days of school in a calendar year provided that such school shall be open for instruction with pupils in attendance for not less than eighty days in each trimester, which may include two days in each trimester in which classes are dismissed one-half day early or the equivalent amount of time during a different number of days for the purpose of individualized parent-teacher conference and reporting periods and which may include up to two days per year for professional meetings of teachers when such days occur during a regular school week and schools are not in session, less the number of days the school is closed as a result of public calamity, as provided in section 3317.01 of the Revised Code. Except as otherwise provided in this section, each day for grades seven through twelve shall consist of not less than five and one-half clock hours with pupils in attendance. Except as otherwise provided in this section, each day for grades one through six shall consist of not less than five and one-half clock hours with pupils in attendance which may include fifteen minutes morning and afternoon recess periods. Students shall be assigned by the board of education to two of the three trimesters so provided.

3313.482 Quarter school year.

The board of education of a city, exempted village, local, or joint vocational school district may, subject to the approval of the state department of education, provide for four quarters or two hundred thirty-six days of school in a calendar year provided that such school shall be open for instruction with pupils in attendance for not less than fifty-nine days in each quarter which may include one school day in each school quarter in which classes are dismissed one-half day early or the equivalent amount of time during a different number of days for the purpose of individualized parent-teacher conference and reporting periods and which may include up to two days per year for professional meetings of teachers when such days occur during a regular school week and schools are not in session, less the number of days the school is closed as a result of public calamity, as provided in section 3317.01 of the Revised Code. Except as otherwise provided in this section, each day for grades seven through twelve shall consist of not less than five clock hours with pupils in attendance. Except as otherwise provided in this section, each day for grades one through six shall consist of not less than five clock hours with pupils in attendance which may include fifteen-minute morning and afternoon recess periods. Students shall be assigned by the board of education to three of the four quarters so provided.

APPENDIX E

3313.483 Closing or delaying opening for financial reasons prohibited; procedure for avoiding closing.

A board of education, upon the adoption of a resolution stating that it may be financially unable to open on the day or to remain open for instruction on all days set forth in its adopted school calendar and pay all obligated expenses, or the superintendent of public instruction upon the issuance of written notification under division (C) of section 3313.489 of the Revised Code, shall request the auditor of state to determine whether such situation exists. The auditor shall deliver a copy of each request from the board of education to the superintendent of public instruction. The auditor shall not issue his finding under this section until written notification is received from the superintendent pursuant to section 3313.487 of the Revised Code.

If the auditor of state finds that the board of education has attempted to avail itself to the fullest extent authorized by law of all lawful revenue sources available to it except those authorized by section 5705.21 of the Revised Code, he shall certify that finding to the superintendent of public instruction and the state board of education and shall certify the operating deficit the district will have at the end of the fiscal year if it commences or continues operating its instructional program in accordance with its adopted school calendar and pays all obligated expenses.

No board of education may delay the opening of its schools or close its schools for financial reasons. Upon the request of the superintendent of public instruction, the attorney general shall seek injunctive relief and any other relief required to enforce this prohibition in the court of common pleas of Franklin county. The court of common pleas of Franklin county has exclusive original jurisdiction over all such actions.

Upon the receipt of any certification of an operating deficit from the auditor of state, a board of education shall make application to a commercial lending institution for a loan in an amount sufficient to enable the district to open or remain open for instruction on all days set forth in its adopted school calendar but not to exceed the amount of the deficit certified. If a school district is denied a loan by a commercial lending institution, it shall make application to the superintendent of public instruction under section 3317.63 of the Revised Code for a loan from the emergency school advancement fund.

3313.484 Pentamester school year.

The board of education of a city, exempted village, local or joint vocational school district may, subject to the approval of the state department of education, provide for five pentamester or two hundred twenty-five days of school in a calendar year provided that such school shall be open for instruction with pupils in attendance for not less than forty-five days in each pentamester which may include one school day in each pentamester in which classes are dismissed one-half day early or the equivalent amount of time during a different number of days for individualized parent-teacher conference and reporting periods and which may include up to two days per year for professional meetings of teachers when such days occur during a regular school week and schools are not in session, less the number of days the school is closed as a result of public calamity, as provided in section 3317.01 of the Revised Code. Except as otherwise provided in this section, each day for grades seven through twelve shall consist of not less than five clock hours with pupils in attendance. Except as otherwise provided in this section, each day for grades one through six shall consist of not less than five clock hours with pupils in attendance which may include fifteen-minute morning and afternoon recess periods. Students shall be assigned by the board of education to four of the five pentamesters so provided.

3313.485 Schedule of school opening.

A board of education of a city, exempted village, local, or joint vocational school district may operate any of its schools on a schedule other than that required or authorized by section 3313.48, 3313.481, 3313.482, or 3313.484, of the Revised Code in order to provide a flexible school day during which may be held parent-teacher conferences and reporting periods involving time in excess of that permitted to be credited toward fulfillment of the minimum school year under section 3313.48, 3313.481, 3313.482, or 3313.484 of the Revised Code, or in order to provide staggered attendance schedules if it receives approval to do so from the department of education. A school district operating a school under this section shall have such school open for instruction for each pupil enrolled in that school for at least nine hundred ten hours during the school year. For purposes of determining whether a school that is on a staggered attendance schedule is in compliance with this section in any school year, the department of education may include days the school was open for instruction with pupils in attendance for not more than the first seventy days of the ensuing school year provided such days are not considered as days the school was open for instruction during such ensuing school year. The following shall be considered as time during which the schools are open for instruction for a pupil enrolled in such a school, or for a pupil enrolled in a school that is not on a staggered attendance schedule but that operates under this section:

(A) Morning and afternoon recess periods of not more than fifteen minutes duration per period for a pupil in grades one through six;

(B) Ten hours during which the pupil would otherwise be in attendance but when he is not required to attend school in order to provide time for individualized parent-teacher conferences and reporting periods.

(C) Ten hours during which the pupil would otherwise be in attendance but is not required to attend school in order to provide time for teachers to attend professional meetings.

APPENDIX E

(D) The number of hours pupils would otherwise be in attendance but are not required to attend because school is closed as a result of a public calamity as provided in section 3317.01 of the Revised Code.

3313.60 Courses of study required.
Boards of education of county, exempted village, and city school districts shall prescribe a graded course of study for all schools under their control subject to the approval of the state board of education. In such graded courses of study there shall be included the study of the following subjects:

(A) The language arts, including reading, writing, spelling, oral and written English, and literature;

(B) Geography, the history of the United States and of Ohio, and national, state, and local government in the United States, including a balanced presentation of the relevant contributions to society of men and women of African, Mexican, Puerto Rican, and American Indian descent as well as other ethnic and racial groups in Ohio and the United States;

(C) Mathematics;

(D) Natural science, including instruction in the conservation of natural resources;

(E) Health education, which shall include instruction in the nutritive value of foods, including natural and organically produced foods, the relation of nutrition to health, the use and effects of food additives, and the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco, and venereal disease education, except that upon written request of his parent or guardian, a student shall be excused from taking instruction in venereal disease education;

(F) Physical education;

(G) The fine arts, including music;

(H) First aid, including a training program in cardiopulmonary resuscitation, safety, and fire prevention, except that upon written request of his parent or guardian, a student shall be excused from taking instruction in cardiopulmonary resuscitation.

Every school shall include in the requirements for promotion from the eighth grade to the ninth grade one year's course of study of American history.

Every high school shall include in the requirements for graduation from any curriculum one unit of American history and government, including a study of the constitutions of the United States and of Ohio.

Basic instruction in geography, United States history, the government of the United States, the government of the state of Ohio, local government in Ohio, the Declaration of Independence, the United States Constitution, and the Constitution of the state of Ohio shall be required before pupils may participate in courses involving the study of social problems, economics, foreign affairs, United Nations, world government, socialism and communism.

3313.61 Diploma to graduates.
A diploma must be granted by the board of education to any one successfully completing the curriculum in any high school, which diploma shall be signed by the president and treasurer of the board, the superintendent of schools, and the principal of the high school and shall bear the date of its issue. Such diploma shall be in such form as the board prescribes and shall be paid for out of the general fund.

A person who is a resident of Ohio and is eligible under state board of education minimum standards to receive a high school diploma based in whole or in part on credits earned while an inmate of a correctional or penal institution operated by the state or any political subdivision thereof, shall be granted such diploma by the correctional or penal institution operating the programs in which such credits were earned, and by the board of education of the inmate's school district of residence. The diploma granted by the correctional or penal institution shall be signed by the director of the institution, and by the person serving as principal of the institution's high school and shall bear the date of issue.

Persons who are not residents of Ohio but who are inmates of correction or penal institutions operated by the state or any political subdivision thereof, and who are eligible under state board of education minimum standards to receive a high school diploma based in whole or in part on credits earned while an inmate of such a correctional or penal institution, shall be granted a diploma by the correctional or penal institution offering the program in which such credits were earned. The diploma granted by the correctional or penal institution shall be signed by the director of the institution and by the person serving as principal of the institution's high school and shall bear the date of issue.

3313.64 Free schooling for residents; tuition for non-residents.
As used in this section "parent" means either parent, unless the parents are separated or divorced, in which case "parent" means the parent with legal custody of the child. If neither parent has legal custody of the child, "parent" means the person or government agency with legal custody or permanent custody as those terms are defined in divisions (B)(10) and (12) of section 2151.011 of the Revised Code.

The schools of each city, exempted village, or local school district shall be free to all school residents between five and twenty-one years of age, but the time in the school year at which beginners may enter elementary school shall be subject to section 3321.01 of the Revised Code, and the rules of the board of education. Except as otherwise provided in this section, school residents are all children whose parents are actual residents of the school district. District of school residence is the school district in which a school resident is entitled to attend school free. The board may accept a child as a school resident for a period not to exceed sixty

APPENDIX E

days, on the sworn statement of an adult resident of the district that he has initiated legal proceedings for custody of the child. Children of the proper age who are residents of children's homes created under section 5153.21 or 5153.36 of the Revised Code shall be admitted as described in section 3313.65 of the Revised Code. The board may admit the residents of a private children's home, institution, or other residential facility located in the district and shall admit any such child who is a handicapped child, or if necessary, place such child in a program operated pursuant to section 3323.09 of the Revised Code. Any child who is a resident of such a home, institution, or other residential facility whose school district of residence is the school district in which such home, institution, or other residential facility is located is entitled to free education. In the case of a child who is a resident of such a home, institution, or other residential facility, who attends the public schools, and who is a school resident of another school district of the state, tuition shall be paid by that district as provided in section 3317.08 of the Revised Code. For any child who is a resident of such a home, institution, or other residential facility, who attends the public schools, and who is not a school resident of the state, the home, institution, or other residential facility shall pay the tuition as provided in section 3317.08 of the Revised Code, or as provided in section 3323.141 of the Revised Code if the child receives special education pursuant to Chapter 3323 of the Revised Code. If the private children's home, institution, or other residential facility fails to pay the tuition, the board of education providing the education may recover in a civil action the tuition and the expenses incurred in prosecuting the action, including court costs and reasonable attorney's fees. If the prosecuting attorney or city director of law represents the board in such action, costs and reasonable attorney's fees awarded by the court, based upon the prosecuting attorney's, director's, or his designees's time spent preparing and presenting the case, shall be deposited in the county or city general fund.

All persons at least eighteen but not more than twenty-one years of age who live apart from their parents and who support themselves by their own labor, are entitled to attend school free in the district in which they reside. The school district of residence of a handicapped child enrolled in a program of special education of a county board of mental retardation and developmental disabilities or placed in an institution under the managing responsibility of the department of mental retardation and developmental disabilities shall be determined in accordance with division (I) of section 3323.01 of the Revised Code.

The treasurer of the school district in which a children's home created under section 5153.21 or 5153.36 of the Revised Code is located shall furnish the superintendent of public instruction a report of the names and school district of residence of all residents of such homes in attendance in the schools of the district, the duration of such attendance, and such other information as the superintendent requires.

The superintendent upon receipt of the report shall pay the expense of education of any pupil who is not a resident of the district in which the home is located in the same manner as tuition is credited and paid for other tuition pupils. A resident of a children's home whose school district of residence is the district in which the home is located is entitled to an education at the expense of such school district. In the case of a resident of a children's home whose school district of residence is another district of the state, that district shall pay tuition as provided in section 3317.08 of the Revised Code, except that the formula shall be calculated as though the pupil were in attendance in his school district, and the tuition cost shall be computed by applying the factors in the formula to that district. The excess cost, if any, of schooling the resident represented by the difference between the tuition obligation of the district of residence and the tuition cost for the resident computed pursuant to section 3317.08 of the Revised Code in the district in which the home is located shall be assumed and paid by the state from state funds. Any resident of a children's home who is not a school resident of Ohio shall be educated at the expense of his parent.

The board of education of a city, exempted village, or local school district may admit other persons to the public schools of its respective district upon the payment of tuition as provided by law.

A board of education, after approving their admission, may waive tuition for students who are residents or domiciliaries of a foreign nation, who seek admission as foreign exchange students, and who are temporarily residing in the school district.

3313.661 Adopt code regarding suspension, expulsion, and removal.

On or before September 1, 1976, each board of education shall adopt a code regarding suspension, expulsion, and removal specifying the types of misconduct for which a pupil may be suspended, expelled, or removed, and a copy of the code shall be posted in a central location in the school and made available to pupils upon request. Thereafter, no pupil shall be suspended, expelled, or removed except in accordnce with the code adopted by the board of education of the school district in which the pupil attends school.

3313.67 Immunization of pupils; records, reports.

(A) The board of education of each city, exempted village, or local school district may make and enforce such rules to secure the immunization of, and to prevent the spread of communicable diseases among the pupils attending or eligible to attend the schools of the district, as in its opinion the safety and interest of the public require. Boards of health, legislative authorities of municipal corporations, and boards of township trustees, on application of the board of education of the district, at the public expense, without delay, shall provide the means of immunization to pupils who are not so provided by their parents or guardians.

APPENDIX E

(B) The board shall keep an immunization record for each pupil, available in writing to the pupil's parent or guardian upon request, which shall include:

(1) Immunizations against the diseases mentioned in division (A) of section 3313.671 of the Revised Code;

(2) Any tuberculin tests given pursuant to section 3313.71 of the Revised Code;

(3) Any other immunizations required by the board pursuant to division (A) of this section.

(C) Annually by the fifteenth day of October, the board shall report a summary, by school, of the immunization records of all initial entry pupils in the district to the director of health, on forms prescribed by the director.

3313.671 Required immunizations; exceptions.

(A) Except as otherwise provided in this division, no pupil, at the time of his initial entry or at the beginning of each school year, to an elementary or high school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, shall be permitted to remain in school for more than fourteen days unless he presents written evidence satisfactory to the person in charge of admission, that he has been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code against poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella or is in the process of being so immunized. "In the process of being so immunized" means the pupil has been immunized against rubeola and rubella, and if he has not been immunized against poliomyelitis and diphtheria, pertussis, and tetanus, he has received at least the first dose of the immunization sequence and presents written evidence to the pupil's building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health. Any student previously admitted under the "in process of being so immunized" provision and who has not complied with the immunization intervals prescribed by the director of health shall be excluded from school on the fifteenth day of the following school year. Any student so excluded shall be readmitted upon showing evidence to the student's building principal of progress on the director of health's interval schedule.

(1) A pupil who has had natural rubeola, and presents a signed statement from his parent or physician to that effect, is not required to be immunized against rubeola.

(2) A female pupil who has reached puberty is not required to be immunized against rubella.

(3) A pupil who presents a written statement of his parent or guardian in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized.

(4) A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease. This section does not limit or impair the right of a board of education of a city, exempted village, or local school district to make and enforce rules to secure immunization against poliomyelitis, rubeola, rubella, diphtheria, pertussis, and tetanus of the pupils under its jurisdiction.

(B) Boards of health, legislative authorities of municipal corporations, and boards of township trustees on application of the board of education of the district or proper authority for any school affected by this section, shall provide at the public expense, without delay, the means of immunization against poliomyelitis, rubeola, rubella, diphtheria, pertussis, and tetanus to pupils who are not so provided by their parents or guardians.

3313.712 Emergency medical authorization; form. As used in this section, "parent" means parent as defined in section 3321.01 of the Revised Code.

(A) Annually the board of education of each city, exempted village, local, and joint vocational school district shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the board's jurisdiction, an emergency medical authorization form that is an identical copy of the form contained in division (B) of this section. Thereafter, the board shall, within thirty days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the district, or as a separate form, an identical copy of the form contained in division (B) of this section. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file, and shall send the form to any school of a city, exempted village, local, or joint vocational school district to which the pupil is transferred. Upon request of his parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form, or to file a new form.

If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child.

Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of his school shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school official or school employee who, in good faith, attempts to comply with this section.

(B) The emergency medical authorization form provided for in division (A) of this section is as follows:

APPENDIX E

3313.712

Emergency Medical Authorization

_____
School District

_____
Student Name

_____
Address

_____
Telephone

_____
School Attended

Purpose—To enable parents to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached.

Part I or Part II must be completed

Part I (TO GRANT REQUEST)

In the event reasonable attempts to contact me at _____ (phone number) or _____ (other parent) at _____ (phone number) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by Dr. _____ (preferred physician) or Dr. _____ (preferred dentist), or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to _____ (preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained before surgery is performed.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

_____

_____

_____

Date _____ _____
Signature of Parent

_____
Address

DO NOT COMPLETE PART II IF YOU COMPLETED PART I

Part II (REFUSAL TO CONSENT)

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring medical treatment, I wish the school authorities to take no action or to:

_____

_____

Date _____ _____
Signature of Parent

_____
Address

3317.02 Definitions; equalization factors.

As used in section 3317.02 to 3317.023 of the Revised Code:

(A) Except as used in division (B) of section 3317.023 of the Revised Code, "ADM" means the average daily membership determined pursuant to section 3317.03 of the Revised Code, not including any pupil attending a joint vocational school or counted in division (M) or (N) of section 3317.024 of the Revised Code; minus one-half of the kindergarten average daily membership; plus one-fourth of the pupils residing in the district and attending a joint vocational school, or a vocational school, or a compact or contract vocational school. Except for purposes of divisions (C), (D) and (E) of section 3317.023 of the Revised Code, if the average of the average daily membership of a district for the current year and the two immediately preceding years is larger than the sum for the current year, such average shall be used as the ADM for that district for the current year after deducting the number of pupils attending a joint vocational school or counted in division (M) or (N) of section 3317.024 of the Revised Code and one-half of the kindergarten average daily membership, and adding one-fourth of the pupils residing in the district and attending a joint vocational school.

(B) "Per pupil" means the amount to which the term refers divided by the district's ADM for the fiscal year for which the amount was computed.

(C) "Fiscal year 1974-1975 basic state aid" means the taxes charged and payable against real and public utility property after making the reduction required by section 319.301 of the Revised Code, plus the taxes levied against tangible personal property.

(D) "Total taxable value" means the sum of the amounts certified for a district under division (A)(1) and (2) of section 3317.021 of the Revised Code.

(E) "School district equalization factor" means the amount indicated in this division for the county in which the district is located. If the district is located in more than one county, the factor is the amount indicated for the county to which the district is assigned by the State Department of Education.

COUNTY	EQUALIZATION FACTOR AMOUNT
Adams	1.010
Allen	1.033
Ashland	1.036
Ashtabula	1.058
Athens	1.005
Auglaize	1.028
Belmont	1.033
Brown	1.014
Butler	1.060
Carroll	1.032
Champaign	1.025
Clark	1.037
Clermont	1.041
Clinton	1.021

APPENDIX E

Columbiana	1.050
Coshocton	1.026
Crawford	1.028
Cuyahoga	1.070
Darke	1.027
Defiance	1.026
Delaware	1.043
Erie	1.051
Fairfield	1.032
Fayette	1.021
Franklin	1.041
Fulton	1.041
Gallia	1.011
Geauga	1.063
Greene	1.032
Guernsey	1.018
Hamilton	1.075
Hancock	1.038
Hardin	1.037
Harrison	1.025
Henry	1.044
Highland	1.015
Hocking	1.013
Holmes	1.033
Huron	1.044
Jackson	1.028
Jefferson	1.024
Knox	1.027
Lake	1.063
Lawrence	1.025
Licking	1.035
Logan	1.025
Lorain	1.056
Lucas	1.048
Madison	1.036
Mahoning	1.059
Marion	1.026
Medina	1.065
Meigs	1.000
Mercer	1.017
Miami	1.035
Monroe	1.040
Montgomery	1.041
Morgan	1.012
Morrow	1.033
Muskingum	1.018
Noble	1.031
Ottawa	1.064
Paulding	1.031
Perry	1.013
Pickaway	1.033
Pike	1.018
Portage	1.068
Preble	1.050
Putnam	1.038
Richland	1.025
Ross	1.015
Sandusky	1.047
Scioto	1.024
Seneca	1.036
Shelby	1.016
Stark	1.040
Summit	1.065
Trumbull	1.055
Tuscarawas	1.017
Union	1.036
Van Wert	1.022
Vinton	1.009
Warren	1.064
Washington	1.025
Wayne	1.042
Williams	1.033
Wood	1.054
Wyandot	1.036

3317.023 Computation of amount of additional aid.

(A) Notwithstanding section 3317.022 of the Revised Code, the amounts required to be paid to a district under that section shall be adjusted by the amount of the computations made under divisions (B) to (G) of this section.

(B) If the number of children ages five to seventeen residing in the district and living in a family receiving aid to dependent children during October of the preceding fiscal year is at least five hundred or is equal to ten per cent or more of the pupils in average daily membership in grades one through twelve and one-half the kindergarten average daily membership, certified under section 3317.03 of the Revised Code for the fiscal year, add the amount computed for the district in accordance with the following schedule:

NUMBER OF ADC CHILDREN DIVIDED BY TOTAL AVERAGE DAILY MEMBERSHIP IN GRADES ONE THROUGH TWELVE AND ONE-HALF THE KINDERGARTEN AVERAGE DAILY MEMBERSHIP	Payment per ADC child
At least 500 ADC children or at least 10%, but less than 16%	$400.00
At least 16%, but less than 18%	480.00
At least 18%, but less than 20%	580.00
20% or more	843.00

If in any year the sum of the additions made under this division is less than ninety-seven per cent of the amount appropriated for this division for that year, the Department of Education shall increase the amount added for each district under this division. The amount so added for each district shall equal (1) the difference between ninety-seven per cent of the amount appropriated and the total amount of the additions prior to such increase, times (2) the percentage that the amount added for the district prior to the increase was of the total of such amount added for all districts. 51

APPENDIX E

(C) If the district employs less than one full-time equivalent classroom teacher for each twenty-five pupils in ADM in any school district, deduct the sum of the amounts obtained from the following computations:

(1) Divide the number of the district's full-time equivalent classroom teachers employed by one twenty-fifth;

(2) Subtract the quotient in (1) from the district's ADM;

(3) Multiply the diffference in (2) by seven hundred fifty-two dollars.

(D) If a positive amount, add one-half of the amount obtained by multiplying the number of full-time equivalent classroom teachers by:

(1) The mean annual salary of all full-time equivalent classroom teachers employed by the district at their respective training and experience levels minus;

(2) The mean annual salary of all such teachers at their respective levels in all school districts receiving payments under this section.

The number of full-time equivalent classroom teachers used in this computation shall not exceed one twenty-fifth of the district's ADM. In calculating the district's mean salary under this division, those full-time equivalent classroom teachers with the highest training level shall be counted first, those with the next highest training level second, and so on, in descending order. Within the respective training levels, teachers with the highest years of service shall be counted first, the next highest years of service second, and so on, in descending order.

(E) Deduct the amount obtained from the following computations if the district employs fewer than five full-time equivalent educational service personnel, including elementary school art, music, and physical education teachers, counselors, librarians, visiting teachers, and school nurses for each one thousand pupils in ADM:

(1) Divide the number of full-time equivalent educational service personnel employed by the district by five one-thousandths;

(2) Subtract the quotient in (1) from the district's ADM;

(3) Multiply the difference in (2) by ninety-four dollars.

(F) If a local school district, deduct the amount of the payment required for the reimbursement of the county board of education under section 3317.11 of the Revised Code.

(G) If the district is required to pay to or entitled to receive tuition from another school district under division (C)(2) or (3) of section 3313.64 of the Revised Code, or if the superintendent of public instruction is required to determine the correct amount of tuition and make a deduction or credit under section 3317.08 of the Revised Code, deduct and credit such amounts as provided in division (I) of section 3313.64 or section 3317.08 of the Revised Code.

As used in this section:

(H) "Classroom teacher" means a certificated employee who provides direct instruction to pupils, excluding teachers funded from money paid to the district under division (F) of section 3317.025 of the Revised Code or from federal sources; educational service personnel; and vocational and special education teachers.

(I) "Educational service personnel" shall not include such specialists funded from money paid to the district under division (F) of section 3317.024 of the Revised Code, funded from federal sources, or assigned full-time to vocational or special education students and classes and may only include those persons employed in the seven specialist areas in a patter approved by the department of education under guidelines established by the state board of education.

(J) "Annual salary" means the annual base salary stated in the state minimum salary schedule for the performance of the teacher's regular teaching duties that the teacher earns for services rendered for the first full week of October of the fiscal year for which the adjustment is made under division (D) of this section. It shall not include any salary payments for supplemental teachers contracts.

3317.024 Additional appropriations.

In addition to the moneys paid to eligible school districts and county school districts pursuant to Section 3317.02 or 3317.11 of the Revised Code, moneys appropriated for the education programs in Divisions (A) to (P) of this section shall be distributed to school districts meeting the requirements of Section 3317.01 of the Revised Code, and to county school districts as provided in Section 3317.11 of the Revised Code; in the case of division (I) of this section, to joint vocational school districts; in the case of Division (M) of this section, to state institutions providing vocational educational programs that are under the supervision of the division of vocational education of the department of education and meet such standards and rules for such programs as are established by the state board of education, including certification of professional staff involved in such programs and in the case of divisions (N) and (O) of this section, to institutions providing special education programs under section 3323.091 of the Revised Code that are under the supervision of the division of special education of the state department of education and meet such standards and rules for such programs as are established by the state board of education including certification of all professional staff involved in such programs. The following shall be distributed monthly, quarterly, or annually as may be determined by the state board of education:

(A) An amount for the approved cost of board and transportation required for physically or emotionally handicapped children attending regular school or special education classes; the cost of teacher training contracted under section 3323.01 of the Revised Code; home instruction for physically or emotionally handicapped children; and special instructional services for physically or emotionally handicapped children. Such distribution shall be made on the basis of standards

APPENDIX E

adopted by the state board of education.

(B) An amount for each island school district and each joint state school district for the operation of each high school and each elementary school maintained within such district and for capital improvements for such schools not to exceed one hundred thousand dollars in Fiscal Year 1984. Such amounts shall be determined on the basis of standards adopted by the state board of education.

(C) An amount for each school district operating classes for children of migrant workers who are unable to be in attendance in an Ohio school during the entire regular school year. The amounts shall be determined on the basis of standards adopted by the state board of education, except that payment shall be made only for subjects regularly offered by the school district providing the classes.

(D) An amount for each school district with guidance, testing, and counseling programs approved by the state board of education. The amount shall be determined on the basis of standards adopted by the state board of education.

(E) An amount for the emergency purchase of school buses as provided for in section 3317.07 of the Revised Code.

(F) Notwithstanding section 3317.01 of the Revised Code, to each city, local, and exempted village school district, an amount for a program for the design and operation of special programs to improve the educational and cultural status of disadvantaged pupils. The amount for each district shall not exceed two hundred dollars times the number of children ages five to seven residing in the school district and living in a family receiving aid to dependent children during October of the preceding fiscal year. No school district shall receive funds pursuant to this division unless the state department of education has approved a plan designed and submitted by the school district for expending such funds. No school district shall receive funds pursuant to this division unless the district contains fifty such children or includes a number of such children equal to five per cent of the district's average daily membership. The state board of education shall adopt rules implementing this subsidy.

(G) An amount to each school district for supplemental salary allowance proportional to the length of extended term of service for each certificated employee except superintendent, assistant superintendent, principal, or assistant principal, whose term of service in any year is extended beyond the term of service of regular classroom teachers.

(H) An amount for adult basic literacy education for each district participating in programs approved by the state board of education. The amount shall be determined on the basis of standards adopted by the state board of education.

(I) Notwithstanding section 3317.01 of the Revised Code, to each city, local, and exempted village school district, an amount pursuant to section 3301.17 of the Revised Code for conducting driver education courses at high schools for which the state board of education prescribes minimum standards and to county and joint vocational school districts, an amount pursuant to such section for conducting driver education courses to pupils enrolled in a high school for which the state board prescribes minimum standards.

(J) An amount for the approved cost of transporting educable mentally retarded pupils whom it is impossible or impractical to transport by regular school bus in the course of regular route transportation provided by the district. No district is eligible to receive a payment under this division for the cost of transporting any pupil whom it transports by regular school bus and for whom it receives a subsidy under division (K) of this section. The state board of education shall establish standards and guidelines for use by the department of education in determining the approved cost of such transportation for each district.

(K) An amount for transportation operating costs for each school district in which transportation of pupils is necessary. The amount of the payment shall be determined on the basis of a formula adopted by the state board of education and in accordance with the rules prescribed by it to secure an efficient and economical program of pupil transportation. The number of pupils transported, the total number of miles traveled, and other factors beyond the control of each board of education shall be considered in the formulation of the rules and in the adoption and application of the formula in determining the amount of money to be included for pupil transportation in each district. All rules and formulas adopted by the board shall be submitted to and approved by the state controlling board before the computed amounts for school transportation are paid in any fiscal year.

(L) An amount to each school district pursuant to section 3313.81 of the Revised Code to assist in providing free lunches to needy children and an amount to assist needy school districts in purchasing necessary equipment for food preparation. The amounts shall be determined on the basis of standards adopted by the state board of education.

(M) An amount for each approved vocational unit in the district or institution. The amount shall be the greater of:

(1) The sum of the unit's teacher's minimum salary calculated on the basis of the teacher's training level and years of experience pursuant to section 3317.13 of the Revised Code, plus fifteen per cent of the allowance, plus seven thousand nine hundred dollars;

(2) One hundred five percent of the amount per pupil paid during the current fiscal year under section 3317.022 and divisions (A), (C), (D), (E), and (F) of section 3317.023 of the Revised Code times the number of full-time equivalent pupils enrolled in vocational units.

APPENDIX E

For pupils enrolled in approved vocational classes in licensed proprietary schools pursuant to sections 3313.90, 3313.91, and 3317.03 of the Revised Code, a payment shall be made to each eligible school district for each full-time equivalent pupil in an amount equal to the average payment for all full-time equivalent pupils in the state for the previous year as determined by the superintendent of public instruction.

(N) An amount for each approved unit for a deaf, blind, emotionally disturbed, crippled, neurologically handicapped, or educable mentally retarded class in the district or in the institution. The amount shall be the greater of:

(1) The sum of the unit's teacher's minimum salary calculated on the basis of the teacher's training level and years of experience pursuant to section 3317.13 of the Revised Code, plus fifteen per cent of the allowance, plus seven thousand fifty dollars;

(2) One hundred five per cent of the amount per pupil paid during the current fiscal year under section 3317.022 and divisions (A), (C), (D), (E), and (F) of section 3317.023 of the Revised Code times the number of full-time equivalent pupils enrolled in such classes.

(O) An amount for each approved unit for the gifted, child study, occupational or physical therapy, speech and hearing, special education supervisors, and special education coordinators. The amount shall be the sum of the unit's teacher's minimum salary calculated on the basis of the teacher's training level and years of experience pursuant to section 3317.13 of the Revised Code, plus fifteen per cent of such allowance, plus one thousand three hundred fifteen dollars.

(P) An amount to each school district, for each pupil attending a chartered nonpublic elementary or high school within the district. The amount shall equal the amount appropriated for the implementation of section 3317.06 of the Revised Code divided by the average daily membership in grades kindergarten to twelve in nonpublic elementary and high schools within the state as determined during the first full week in October of each school year.

The state board of education or any other board of education may provide for any resident of a district any educational service for which funds are made available to the board by the United States under the authority of public law, whether such funds come directly or indirectly from the United States or any agency or department thereof or through the state or any agency, department, or political subdivision thereof.

Funds distributed pursuant to any division of this section shall not exceed specific appropriations made thereof by the general assembly, unless expressly approved by the emergency board or the controlling board.

3317.06 Distribution of payments for special programs.

Moneys paid to school districts under division (P) of section 3317.024 of the Revised Code shall be used for the following independent and fully severable purposes:

(A) To purchase such secular textbooks as have been approved by the superintendent of public instruction for use in public schools in the state and to loan such textbooks to pupils attending nonpublic schools within the district or to their parents and to hire clerical personnel to administer such lending program. Such loans shall be based upon individual requests submitted by such nonpublic school pupils or parents. Such requests shall be submitted to the school district in which the nonpublic school is located. Such individual requests for the loan of textbooks shall, for administrative convenience, be submitted by the nonpublic school pupil or his parent to the nonpublic school which shall prepare and submit collective summaries of the individual requests to the school district. As used in this section, "textbook" means any book or book substitute which a pupil uses as a text or text substitute in a particular class or program in the school he regularly attends.

(B) To provide speech and hearing diagnostic services to pupils attending nonpublic schools within the district. Such service shall be provided in the nonpublic school attended by the pupil receiving the service.

(C) To provide physician, nursing, dental, and optometric services to pupils attending nonpublic schools within the district. Such services shall be provided in the school attended by the nonpublic school pupil receiving the service.

(D) To provide diagnostic psychological services to pupils attending nonpublic schools within the district. Such services shall be provided in the school attended by the pupil receiving the service.

(E) To provide therapeutic psychological and speech and hearing services to pupils attending nonpublic schools within the district. Such services shall be provided in the public school, in nonpublic schools that have no religious or sectarian affiliation, in public centers, or in mobile units located off of the nonpublic premises as determined by the Department of Education. If such services are provided in the public school or in public centers, transportation to and from such facilities shall be provided by the school district in which the nonpublic school is located.

(F) To provide guidance and counseling services to pupils attending nonpublic schools within the district. Such services shall be provided in the public school in nonpublic schools that have no religious or sectarian affiliation, in public centers, or in mobile units located off of the nonpublic premises as determined by the state Department of Education. If such services are provided in the public school or in public centers, transportation to and from such facilities shall be provided by the school district in which the nonpublic school is located.

(H) To supply for use by pupils attending nonpublic schools within the district such standardized tests and scoring services as are in use in the public schools of the state.

APPENDIX E

(I) To provide programs for handicapped children as defined in division (A) of section 3323.01 of the Revised Code who attend nonpublic schools within the district. Such services shall be provided in the public school, in nonpublic schools that have no religious or sectarian affiliation, in public centers, or in mobile units located off of the nonpublic premises as determined by the state department of education. If such services are provided in the public school or in public centers, transportation to and from such facilities shall be provided by the school district in which the nonpublic school is located.

(J) To hire clerical personnel to assist in the administration of programs pursuant to divisions (B), (C), (D), (E), (F), (G), and (I) of this section and to hire supervisory personnel to supervise the providing of services and textbooks pursuant to this section.

(K) To purchase any secular, neutral, and nonideological mathematics equipment and materials that are in general use in the public schools of the state and loan such equipment and materials to pupils attending nonpublic schools within the district or to their parents, and to hire clerical personnel to administer the lending program. Only equipment and materials that are incapable of diversion to religious use and that are susceptible of loan to individual pupils and are furnished for the use of individual pupils shall be purchased and loaned under this division.

Clerical and supervisory personnel hired pursuant to a division (J) of this section shall perform their services in the public schools, in nonpublic schools that have no religious or sectarian affiliation, in public centers, or mobile units where the services are provided to the nonpublic school pupil except that such personnel may accompany pupils to and from neutral service sites when necessary to ensure the safety of the children receiving the services.

Health services provided pursuant to divisions (B), (C), (D), and (E) of this section may be provided under contract with the department of health, city or general health districts, or private agencies whose personnel are properly licensed by an appropriate state board or agency.

Transportation of pupils provided pursuant to divisions (E), (F), (G), and (I) of this section shall be provided by the school district from its general funds and not from moneys paid to it under division (P) of section 3317.024 of the Revised Code unless a special transportation request is submitted by the parent of the child receiving service pursuant to such divisions. If such an application is presented to the school district, it may pay for the transportation from moneys paid to it under division (P) of section 3317.024 of the Revised Code.

No school district shall provide health or remedial services to nonpublic school pupils as authorized by this section unless such services are available to pupils attending the public schools within the district.

Materials, equipment, textbooks, and health and remedial services provided for the benefit of nonpublic school pupils pursuant to this section and the admission of pupils to such nonpublic schools shall be provided without distinction as to race, creed, color, or national origin of such pupils or of their teachers.

No school district shall provide services for use in religious courses, devotional exercises, religious training, or any other religious activity.

As used in this section, "parent" includes a person standing in loco parentis to a child.

Notwithstanding section 3317.01 of the Revised Code, payments shall be made under this section to any city, local, or exempted village school district within which is located one or more nonpublic elementary or high schools.

The allocation of payments for materials, equipment, textbooks, health services, and remedial services to city, local, and exempted village school districts shall be on the basis of the state board of education's estimated annual average daily membership in nonpublic elementary and high schools located in the district.

Payments made to city, local, and exempted village school districts under this section shall be equal to specific appropriations made for the purpose. All interest earned by a school district on such payments shall be used by the district for the same purposes and in the same manner as the payments may be used.

The department of education shall adopt guidelines and procedures under which such programs and services shall be provided, under which districts shall be reimbursed for administrative costs incurred in providing such programs and services, and under which any unexpended balance of the amounts appropriated by the general assembly to implement this section may be transferred to the auxiliary services personnel unemployment compensation fund established pursuant to section 4141.47 of the Revised Code. The department shall also adopt guidelines and procedures limiting the purchase and loan of equipment and materials under division (K) of this section to items that are in general use in the public schools of the state, that are incapable of diversion to religious use, and that are susceptible to individual use rather than classrooom use. Within thirty days after the end of each biennium, each board of education shall remit to the department all moneys paid to it under division (P) of section 3317.024 of the Revised Code and any interest earned on those moneys that are not required to pay expenses incurred under this section during the biennium for which the money was appropriated and during which the interest was earned. If a board of education subsequently determines that the remittal of moneys leaves the board with insufficient money to pay all valid expenses incurred under this section during the biennium for which the remitted money was appropriated, the board may apply to the department of education for a refund of money, not to exceed the amount of the insufficiency. If the depart-

APPENDIX E

ment determines the expenses were lawfully incurred and would have been lawful expenditures of the refunded money, it shall certify its determination and the amount of the refund to be made to the administrator of the bureau of employment services who shall make a refund as provided in section 4141.47 of the Revised Code.

3317.063 Reimbursement of nonpublic schools for mandated administrative costs.

The superintendent of public instruction, in accordance with rules adopted by the department of education, shall annually reimburse each chartered nonpublic school for the actual mandated service administrative and clerical costs incurred by such school during the preceding school year in preparing, maintaining, and filing reports, forms, and records, and in providing such other administrative and clerical services that are not an integral part of the teaching process as may be required by state law or rule or by requirements duly promulgated by city, exempted village, or local school districts. The mandated service costs reimbursed pursuant to this section shall include, but are not limited to, the preparation, filing and maintenance of forms, reports, or records and other clerical and administrative services relating to state chartering or approval of the nonpublic school, pupil attendance, pupil health and health testing, transportation of pupils, federally funded education programs, pupil appraisal, pupil progress, teacher certification, unemployment and workers' compensation, transfer of pupils, and such other education related data which are now or hereafter shall be required of such non-public school by state law or rule, or by requirements of the state department of education, other state agencies, or city, exempted village, or local school districts.

The reimbursement required by this section shall be for school years beginning on or after July 1, 1981.

Each nonpublic school which seeks reimbursement pursuant to this section shall submit to the superintendent of public instruction an application together with such additional reports and documents as the department of education may require. Such application, reports, and documents shall contain such information as the department of education may prescribe in order to carry out the purposes of this section. No payment shall be made until the superintendent of public instruction has approved such application.

Each nonpublic school which applies for reimbursement pursuant to this section shall maintain a separate account or system of accounts for the expenses incurred in rendering the required services for which reimbursement is sought. Such accounts shall contain such information as is required by the department of education and shall be maintained in accordance with rules adopted by the department of education.

Reimbursement payments to a nonpublic school pursuant to this section shall not exceed an amount for each school year equal to one hundred dollars per pupil enrolled in that nonpublic school.

The superintendent of public instruction may, from time to time, examine any and all accounts and records of a nonpublic school which have been maintained pursuant to this section in support of an application for reimbursement, for the purpose of determining the costs to such school of rendering the services for which reimbursement is sought. If after such audit it is determined that any school has received funds in excess of the actual cost of providing such services, said school shall immediately reimburse the state in such excess amount.

3317.12 Salary schedules and job classification for nonteaching school employees.

Any board of education participating in funds distributed under Chapter 3317 of the Revised Code shall annually adopt a salary schedule for nonteaching school employees based upon training, experience, and qualifications with initial salaries no less than the salaries in effect on October 13, 1967. Each board of education shall prepare and may amend from time to time, specifications descriptive of duties, responsibilities, requirements, and desirable qualifications of the classifications of employees required to perform the duties specified in the salary schedule. All nonteaching school employees are to be notified of the position classification to which they are assigned and the salary for the classification. The compensation of all employees working for a particular school board shall be uniform for like positions except as compensation would be affected by salary increments based upon length of service.

On the fifteenth day of October of each year the salary schedule and the list of job classifications and salaries in effect on that date shall be filed by each board of education with the superintendent of public instruction. If such salary schedule and classification plan is not filed the superintendent of public instruction shall order the board to file such schedules forthwith. If this condition is not corrected within ten days after receipt of the order from the superintendent of public instruction, no money shall be distributed to the district under Chapter 3317 of the Revised Code until the superintendent has satisfactory evidence of the board of education's full compliance with such order.

3319.22 Grades and types of teaching certificates.

Teachers' certificates of state-wide validity shall be issued pursuant to sections 3319.22 to 3319.31 of the Revised Code, or in accordance with standards and rules authorized by law. The grades of certificates shall be designated as "temporary certificates," "one year vocational certificates," "provisional certificates," "professional certificates," and "permanent certificates." Each of such grades of certificates may be issued in each or any of the following types:

(A) Kindergarten-primary, valid for teaching in kindergarten, first, second, and third grades;

APPENDIX E

(B) Elementary, valid for teaching in grades one to eight;

(C) High school, valid for teaching the subjects named in such certificate for grades seven through twelve;

(D) Special, valid for teaching the subjects named in such certificate in all grades of the elementary and high schools, or in such other special fields as are included in public school curricula;

(E) Elementary-principal, valid for teaching or supervision in the elementary schools;

(F) High school principal, valid for teaching the subjects named in such certificate or for supervision in junior or senior high schools;

(G) Supervisor, valid for supervising and teaching subjects named in such certificate in elementary, special, or high school fields;

(H) Superintendent, valid for teaching the subjects named in such certificate, for supervising in elementary and high schools or for administrative duties in a school system;

(I) Vocational, valid for teaching and supervising vocational agriculture, vocational distributive education, vocational home economics, or vocational trade and industrial programs as named in such certificates;

(J) Assistant superintendent, valid for supervising in elementary and high schools or for administrative duties in the school system;

(K) Pupil-personnel workers, including school psychologists, valid for the conduct of all home-school-community relations incident to the adjustment of pupils to the facilities available for their education;

(L) Local superintendent, valid for teaching the subjects named in such certificate and for supervision and administration in a local school district;

(M) Educational administrative specialists, valid for those special areas of educational administration in a school system, other than superintendent, assistant superintendent, local superintendent, supervisor, or principal, as are specified and defined in such certificate;

(N) School nurse, valid for the conduct and coordination of school health service programs;

(O) Bilingual multicultural, valid for teaching in bilingual multicultural programs in any subject or grade for which the certificate holder is otherwise certificated.

3319.23 Standards for certification of teachers.
The state board of education shall establish standards and courses of study for the preparation of teachers, shall provide for the inspection of institutions desiring to prepare teachers, shall approve such institutions as maintain satisfactory training procedures, and shall properly certificate the graduates of such approved courses and institutions.

The standards and courses of study for the preparation of teachers together with the standards, rules, and regulations set for each grade and type of certificate and for the renewal and conversion thereof shall be adopted and published by the board in accordance with Chapter 119 of the Revised Code and no change therein shall be effective for at least one year from the first day of January next succeeding the publication of said change.

3319.24 Provisional certificates.
Provisional certificates valid for four years shall be issued by the state board of education to those who have completed the respective courses prescribed therefor by the board in an institution approved by it for the type of preparation required; provided that the requirements shall not be lower than graduation from a two-year course for types (A) and (B) as set forth in section 3319.22 of the Revised Code and graduation from a four-year course for all other types, except vocational trades and industries for which the training shall be as prescribed by the state board and approved by the board.

The board may renew for like period and for like type and validity any provisional certificate upon satisfactory evidence of the applicant's professional standing, and, if experienced, teaching success.

3319.25 Professional certificates.
The state board of education may convert any provisional certificate or renewal thereof into a professional certificate of like type valid for eight years, provided the applicant has met the standards of preparation, experience, and teaching success set by the board for the conversion applied for.

3319.26 Permanent certificates.
The state board of education may convert any professional certificate or renewal thereof into a permanent certificate of like type provided the applicant has met the standards of preparation, experience, and teaching success set by the said board for the conversion applied for. All permanent certificates shall be countersigned by the superintendent of public instruction.

3319.27 Renewal or conversion of provisional and life certificates.
The state board of education may renew for like period and validity, any provisional certificate issued prior to September 5, 1935, upon satisfactory evidence of the applicant's professional standing, and, if experienced, teaching success.

The board shall also establish standards in accordance with which it may convert provisional and life certificates issued prior to September 5, 1935, into certificates of the various types provided for in section 3319.22 of the Revised Code. All such certificates issued prior to September 5, 1935, shall, without such conversion, retain their validity for the kinds of positions for which they were valid when issued.

3319.28 Temporary certificates.
The state board of education may establish standards, rules, and regulations below those set for provisional certificates by which it may grant temporary certificates valid for one year of the types provided for by section 3319.22 of the Revised Code, and by which it may renew the same for like periods. It may receive applications for such temporary certificates only upon the request of the

APPENDIX E

superintendent of a city, county, or exempted village school district, a superintendent of diocesan schools, or the administrative head of any non-tax-supported school, and upon evidence of a scarcity of suitable teachers otherwise certified. Such certificate shall be valid for teaching only in the school or schools in the administrative jurisdiction of the official signing the request.

3319.281 One year vocational certificates.
One year vocational certificates, valid only for the year issued by the state board of education, shall be issued to those who meet the criteria of occupational competency in a skilled or technical occupation or who meet the qualifications as an occupational work experience, work adjustment, or cooperative coordinator and pre-service teacher education requirements of an institution approved by the board for vocational teacher education.

Such certificate shall be issued only upon the request of the employing local administrator or his agent.

The one year vocational certificate may be renewed, not to exceed three times for secondary program teachers.

3319.29 Fees for certificates.
Each application for any grade of certificate or renewal or duplicate shall be accompanied by a fee of two dollars. Upon the acceptance of such applications the fees shall be paid into the state treasury to the credit of the general revenue fund.

3319.30 Necessity for certificate.
Except as provided in section 3319.36 of the Revised Code, no person shall receive any compensation for the performance of duties as teacher in any school supported wholly or in part by the state or by federal funds who has not obtained a certificate of qualification for the position as provided for by section 3319.22 of the Revised Code and which certificate shall further certify to the good moral character of the holder thereof. Any teacher so qualified may, at the discretion of the employing board of education, receive compensation for days on which he is excused by such board for the purpose of attending professional meetings, and the board may provide and pay the salary of a substitute teacher for such days.

3319.31 Revocation of certificates; notification of convictions.
If at any time the holder of a certificate is found intemperate, immoral, incompetent, negligent, or guilty of other conduct unbecoming to his position, the state board of education shall revoke the certificate. Such evidence must be presented in writing, of which the accused shall be notified, and no certificate shall be revoked without a personal hearing in accordance with sections 119.01 to 119.13 of the Revised Code.

The clerk of each common pleas, municipal, or county court, or of any other court of record in this state shall, on forms prescribed and furnished by the state board of education, promptly notify the state board of education of each conviction in such court of any person holding a valid teaching certificate issued pursuant to sections 3319.22 to 3319.31 of the Revised Code, who is found guilty of a felony, an offense of violence, a theft offense, or any offense involving drug abuse, including in such written notification the name and residence address of the defendant, the section of the Revised Code violated, and the sentence of the court, provided the clerk has knowledge that such defendant is the holder of such teaching certificate. There shall be allowed and taxed as a part of the costs of the case a clerk's fee of one dollar for the preparing and furnishing of the foregoing report.

3319.321 Restrict release of information about pupils.
(A) No person shall release, or permit access to, the names or other personally identifiable information concerning any pupils attending a public school, to any person or group for use in a profit-making plan or activity.

(B) No person shall release, or permit access to, personally identifiable information other than directory information concerning any pupil attending a public school, for purposes other than those identified in division (C) of this section, without the written consent of the parent, guardian, or custodian of each such pupil who is less than eighteen years of age, or without the written consent of each such pupil who is eighteen years of age or older.

(1) For purposes of this section, "directory information" includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

(2) Except for directory information, information covered by this section that is released shall only be transferred to a third or subsequent party on the condition that such party will not permit any other party to have access to such information without written consent of the parent, guardian, or custodian, or of the pupil who is eighteen years of age or older.

(3) Except as otherwise provided in this section, any parent of a pupil may give the written parental consent required under this section. Where parents are separated or divorced, the written parental consent required under this section may be obtained from either parent, subject to any agreement between such parents or court order governing the rights of such parents. In the case of a pupil whose legal guardian is in an institution, a person independent of the institution who has no other conflicting interests in the case shall be appointed by the board of education of the school district in which the institution is located to give the written parental consent required under this section.

(C) Nothing in this section shall limit the administrative use of public school records by a person acting exclusively in his capacity as an employee of a board of education or of the state or any of its political subdivisions, any court, or the federal government, and nothing in this section shall prevent the transfer of a pupil's record to an educational institution for a legitimate educational purpose. However, except as provided

APPENDIX E

in this section, public school records shall not be released or made available for any other purpose. The provisions of this division regarding the administrative use of records by an employer of the state or any of its political subdivisions or of a court or the federal government shall be applicable only when the use of the information is required by state statute adopted before November 19, 1974, or by federal law.

(D) A board of education may require a person seeking to obtain copies of public school records to pay the cost of reproduction, which shall not exceed the actual cost to the school.

3319.36 Prohibition against paying non-certificated teacher; exception.

No treasurer of a board of education shall draw a check for the payment of a teacher for services until the teacher files with him such reports as are required by the state board of education, by the school district board of education, and the superintendent of schools, and a written statement from the county, city, or exempted village superintendent of schools that the teacher has filed with him a legal teacher's certificate, or true copy thereof, to teach the subjects or grades taught, with the dates of its validity. The state board of education shall prescribe the record and administration for such filing of certificates in county school districts.

Notwithstanding the provisions of the foregoing paragraph of this section, the treasurer of a board of education may pay a teacher for services rendered during the first two months of the annual school session, provided such teacher is the holder of a bachelor's degree or higher and has filed with the state board of education an application for the issuance of a teacher's provisional certificate or one of a higher grade.

Upon notice to the treasurer of a board of education given by the state board of education or any superintendent of schools having jurisdiction that reports required of a teacher have not been made, the treasurer shall withhold the salary of the teacher until the required reports are completed and furnished.

3321.01 Compulsory school age fixed.

As used in this chapter, "parent," "guardian," or "other person having charge or care of a child" means parent as defined in section 3313.64 of the Revised Code. When a child is a resident of a private home, institution, or other residential facility and his parent is not a resident of this state, "parent," "guardian," or "other person having charge or care of a child" means the head of the home, institution, or other residential facility.

A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. The compulsory school age of a child shall not commence until the beginning of the term of such schools, or other time in the school year fixed by the rules of the board of the district in which he resides.

No child shall be admitted to kindergarten or to the first grade of a public school in a district in which all children are admitted to kindergarten and the first grade in August or September unless he is five or six years of age, respectively, by the thirtieth day of September of the year of admittance, or by the first day of a term or semester other than one beginning in August or September in school districts granting admittance at the beginning of such term or semester, except that in those school districts using or obtaining educationally accepted standardized testing programs for determining entrance, as approved by the board of education of such districts, the board shall admit a child to kindergarten or to the first grade who fails to meet the age requirement, provided the child meets necessary standards as determined by such standardized testing programs. If the board of education has not established a [illegible] dardized testing program, the board shall designate [illegible] necessary standards and a testing program it will accept for the purpose of admitting a child to kindergarten or to the first grade who fails to meet the age requirement. Each child who will be the proper age for entrance to kindergarten or to the first grade by the first day of January of the school year for which admission is requested shall be so tested upon the request of his parent.

3321.02 Who amenable to compulsory education laws.

Every child actually resident in the state shall be amenable to the laws relating to compulsory education, and neither he nor the person in charge of him shall be excused from the operation of said sections or the penalties under them on the ground that the child's residence is seasonal, that the parent of the child is a resident of another state, or that the child has attended school for the legal period in another state.

3321.03 Compulsory school attendance.

Except as provided in this section, the parent of a child of compulsory school age shall cause such child to attend a school in the parent's school district of residence or participate in a special education program under Chapter 3323 of the Revised Code, or shall otherwise cause him to be instructed in accordance with law. Every child of compulsory school age shall attend a school or participate in a special education program that conforms to the minimum standards prescribed by the state board of education until the child either:

(A) Receives a diploma granted by the board of education or other governing authority indicating he has successfully completed the high school curriculum;

(B) Receives an age and schooling certificate as provided in section 3331.01 of the Revised Code; or

(C) Is excused from school under standards adopted by the state board of education pursuant to section 3321.04 of the Revised Code, or if in need of special education, he is excused from such programs pursuant to section 3321.04 of the Revised Code.

3321.04 Compulsory attendance.

Every parent of any child of compulsory school age who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards

APPENDIX E

prescribed by the state board of education, for the full time the school or program attended is in session, which shall not be for less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or program or within one week of the date on which the child begins to reside in the district or within one week after his withdrawal from employment.

For the purpose of operating a school or program on a trimester plan, "full time the school attended is in session," as used in this section means the two trimesters to which the child is assigned by the board of education. For the purpose of operating a school or program on a quarterly plan, "full time the school attended is in session," as used in this section means the three quarters to which the child is assigned by the board of education. For the purpose of operating a school or program on a pentamester plan, "full time the school is in session," as used in this section means the four pentamesters to which the child is assigned by the board of education.

Excuses from future attendance at or past absence from school or a special education program may be granted for the causes, by the authorities, and under the following conditions:

(A) The superintendent of schools of the city, exempted village, or county school district in which the child resides may excuse him from attendance for any part of the remainder of the current school year upon satisfactory showing of either of the following facts:

(1) That his bodily or mental condition does not permit his attendance at school or a special education program during such period; this fact is certified in writing by a licensed physician or, in the case of a mental condition, by a licensed physician, a licensed psychologist, licensed school psychologist or a certificated school psychologist; and provision is made for appropriate instruction of the child, in accordance with Chapter 3323 of the Revised Code;

(2) That he is being instructed at home by a person qualified to teach the branches in which instruction is required, and such additional branches, as the advancement and needs of the child may, in the opinion of such superintendent, require. In each such case the issuing superintendent shall file in his office, with a copy of the excuse, papers showing how the inability of the child to attend school or a special education program or the qualifications of the person instructing the child at home were determined. All such excuses shall become void and subject to recall upon the removal of the disability of the child or the cessation of proper home instruction; and thereupon the child or his parents may be proceeded against after due notice whether such excuse be recalled or not.

(B) The state board of education may adopt rules authorizing the superintendent of schools of the district in whcih the child resides to excuse a child over fourteen years of age from attendance for a future limited period for the purpose of performing necessary work directly and exclusively for his parents or legal guardians.

All excuses provided for in division (A) and (B) of this section shall be in writing and shall show the reason for excusing the child. A copy thereof shall be sent to the person in charge of the child.

(C) The board of education of the city, exempted village, or county school district in which a public school is located or the governing authorities of a private or parochial school may in the rules governing the discipline in such schools, prescribe the authority by which and the manner in which any child may be excused for absence from such school for good and sufficient reasons.

The state board of education may by rule prescribe conditions governing the issuance of excuses, which shall be binding upon the authorities empowered to issue them.

3321.07 Requirements for children not attending public schools.

If any child attends upon instruction elsewhere than in a public school such instruction shall be in a school which conforms to the minimum standards prescribed by the state board of education. The hours and term of attendance exacted shall be equivalent to the hours and term of attendance required of children in the public schools of the district. This section does not require a child to attend a high school instead of a vocational, commercial, or other special type of school, provided the instruction therein is for a term and for hours equivalent to those of the high school, and provided his attendance at such school will not interfere with a continuous program of education for the child to the age of sixteen.

3321.08 Part-time day school; definition.

Every child who has been granted an age and schooling certificate shall, until the age at which such certificate is no longer required, attend a part-time school or class for the number of hours not over eight per week that such school or class is in session, provided the board of education of the school district in which the child resides or is employed has made such school or class available. Such attendance shall be for the full term such school or class is in session, and shall begin with the first week of the school term or within one week after issuance of the age and schooling certificate. This section does not apply to children who are employed under vacation and part-time certificates only. The superintendent of schools may excuse a child from such attendance for one of the reasons provided in section 3321.10 of the Revised Code. A part-time school or class is one which shall offer to those minors who have entered industry, instruction supplemental to their daily occupations or which will increase their civic and vocational competence or both and which are taught between the hours of seven in the morning and six in the afternoon of any day except a legal holiday, Saturday, or Sunday, or between the hours of seven in the morning and twelve noon of Saturday.

APPENDIX E

3321.09 Part-time schooling not provided by the board of education.
Attendance at a part-time school or class provided by an employer, by a partnership, corporation, or individual, by a private or parochial school, by a college, or by a philanthropic or similar agency shall serve in lieu of attendance at a part-time school or class provided by a board of education in case the given school or class is conducted for substantially a term and hours equivalent to those of the part-time schools or classes provided by the local board, and in case the school or class is approved by the state board of education. When such school or class is conducted within or in connection with the establishment in which the child is working the obligation of attendance at part-time school or class indicated in section 3321.08 of the Revised Code, shall apply to the children holding age and schooling certificates who are employed in the given establishment regardless of the accessibility of public part-time schools or classes.

3321.10 Supervision of children employed on age and schooling certificates.
All parents, guardians, and other persons who have the care of children who are employed under age and schooling certificates shall cause them to attend a part-time day school or class for the full time that the school or class is in session whenever such part-time school or class has been established and is accessible to the child in the district where the child resides or is employed, unless the superintendent of schools determines that the child has already completed the same work as or work equivalent to that taken up in such part-time schools or classes as are available for the child to attend or that the bodily or mental condition of the child does not permit his attendance at such school or class.

Such attendance shall begin within the first week of the school term or within one week after an age and schooling certificate is issued to a child.

If a child resides in one school district and is employed in another he shall be under the jurisdiction of the district in which he is employed for the purpose of this section and section 3321.08 of the Revised Code, unless by written excuse the superintendent of schools releases him to the jurisdiction of the district in which he resides.

3321.11 Availability or accessibility of part-time schools.
The superintendent of schools shall be the judge of the availability or accessibility of part-time schools for children who are holders of age and schooling certificates.

3321.12 Report to treasurer of board.
The principal or teacher in charge of any public, private, or parochial school, shall report to the treasurer of the board of education of the city, exempted village, or local school district in which the school is situated, the names, ages, and places of residence of all pupils below eighteen years of age in attendance at their schools together with such other facts as said treasurer requires to facilitate the carrying out of the laws relating to compulsory education and the employment of minors. Such report shall be made within the first two weeks of the beginning of school in each school year, and shall be corrected with the entry of such items as are prescribed by the state board of education within the first week of each subsequent school month of the year.

Nothing in this section shall require any person to release, or to permit access to, public school records in violation of section 3319.321 [3319.32.1] of the Revised Code.

3321.13 Duties of teacher upon withdrawal of child from school; forms.
Whenever any child of compulsory school age withdraws from school the teacher of that child shall ascertain the reason for such withdrawal. The fact of the withdrawal and the reason therefor shall be immediately transmitted by the teacher to the superintendent of schools of the city, exempted village, or county school district as the case may be. If the child who has withdrawn from school has done so because of change of residence the next residence shall be ascertained and shall be included in the notice thus transmitted. The superintendent shall thereupon forward a card showing the essential facts regarding the child and stating the place of his new residence to the superintendent of schools of the district to which the child has moved.

The superintendent of public instruction may prescribe the forms to be used in the operation of this section.

3327.01 Transportation of pupils.
In all city, exempted village, and local school districts where resident school pupils in grades kindergarten through eight live more than two miles from the school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code and to which they are assigned by the board of education of the district of residence or to and from the non-public school which they attend the board of education shall provide transportation for such pupils to and from such school except when, in the judgment of such board, confirmed by the state board of education, such transportation is unnecessary or unreasonable.

In all city, exempted village, and local school districts the board may provide transportation for resident school pupils in grades nine through twelve to and from the high school to which they are assigned by the board of education of the district of residence or to and from the non-public high school which they attend for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code.

In determining the necessity for transportation, availability of facilities and distance to the school shall be considered.

A board of education shall not be required to transport elementary or high school pupils to and from a non-public school where such transportation would require more than thirty minutes of direct travel time as

APPENDIX E

measured by school bus from the collection point as designated by the coordinator of school transportation, appointed under section 3327.011 of the Revised Code, for the attendance area of the district of residence.

Where it is impractical to transport a pupil by school conveyance, a board of education may, in lieu of providing such transportation, pay a parent, guardian, or other person in charge of such child, an amount per pupil which shall in no event exceed the average transportation cost per pupil, such average cost to be based on the cost of transportation of children by all boards of education in this state during the next preceding year.

In all city, exempted village, and local school districts the board shall provide transportation for all children who are so crippled that they are unable to walk to and from the school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code and which they attend. In case of dispute whether the child is able to walk to and from the school, the health commissioner shall be the judge of such ability. In all city, exempted village, and local school districts the board shall provide transportation to and from school or special education classes for educable mentally retarded children in accordance with standards adopted by the state board of education.

When transportation of pupils is provided the conveyance shall be run on a time schedule that shall be adopted and put in force by the board not later than ten days after the beginning of the school term.

The cost of any transportation service authorized by this section shall be paid first out of federal funds, if any, available for the purpose of pupil transportation, and secondly out of state appropriations, in accordance with regulations adopted by the state board of education.

No transportation of any pupils shall be provided by any board of education to or from any school which in the selection of pupils, faculty members, or employees, practices discrimination against any person on the grounds of race, color, religion, or natural origin.

3327.011 Coordinator of school transportation.

Coordinators of school transportation shall be appointed according to provisions of section 3301.13 of the Revised Code to assure that each pupil, as provided in section 3327.01 of the Revised Code, is transported to and from the school which he attends in a safe, expedient, and economical manner using public school collection points, routes, and schedules.

In determining how best to provide such transportation, where persons or firms on or after April 1, 1965, were providing transportation to and from schools pursuant to contracts with persons or agencies responsible for the operation of such schools, a coordinator or the board of education responsible for transportation in accordance with section 3327.01 of the Revised Code shall give preference if economically feasible during the term of any such contract to the firm or person providing such transportation. The boards of education within the county or group of counties shall recommend to the coordinator of transportation routes, schedules, and utilization of transportation equipment. The coordinator, upon receipt of such recommendations, shall establish transportation routes, schedules, and utilization of transportation equipment, following such recommendations to whatever extent is feasible. The appeals from the determination of the coordinator shall be taken to the state board of education.

3737.73 Instruct pupils in fire drills and tornado safety precautions.

(A) No principal or person in charge of a public or private school or educational institution having an average daily attendance of fifty or more pupils, and no person in charge of any children's home or orphanage housing twenty or more minor persons, shall willfully neglect to instruct and train such children by means of drills or rapid dismissals at least once a month while such school, institution, or children's home is in operation, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion. In the case of schools, no such person shall willfully neglect to keep the doors and exits of such building unlocked during school hours. The fire marshal may order the immediate installation of necessary fire gongs or signals in such schools, institutions, or children's homes and enforce this section.

(B) In conjunction with the drills or rapid dismissals required by division (A) of this section, principals or persons in charge of public or private primary and secondary schools, or educational institutions, shall instruct pupils in safety precautions to be taken in case of a tornado alert or warning. Such principals or persons in charge of such schools or institutions shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter pupils in case of a tornado, tornado alert, or warning.

(C) The fire marshal or his designee shall annually inspect each school or institution subject to division (B) of this section to ascertain whether the locations comply with the prescribed standards. Nothing in this section shall require a school or institution to construct or improve a facility or location for use as a shelter area.

(D) The fire marshal or his designee shall issue a warning to any person found in violation of division (A) or (B) of this section. The warning shall indicate the specific violation and a date by which such violation shall be corrected. No person shall fail to correct violations by the date indicated on a warning issued under this division

NOTES

NOTES

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